



MICC Fort Polk

UNCLASSIFIED



GOVERNMENT PURCHASE CARD (GPC) **TRAINING 2013**

MISSION AND INSTALLATION
CONTRACTING COMMAND, FT POLK (MICC-FT POLK)
BLDG 350. 6661 WARRIOR TRAIL
FORT POLK, LA 71459

<http://www.jrtc-polk.army.mil/DOC/index.htm>



U.S. Army Contracting Command

UNCLASSIFIED



MICC Fort Polk

UNCLASSIFIED



Points of Contact



Christine Stringer - Division Chief

(337) 531-2368 christsine.stringer.civ@mail.mil

Debbie Ratcliff- GPC Agency Program Coordinator

(337) 531-2322 debbie.h.ratcliff.civ@mail.mil

Evonne Hogue - GPC Alternate Agency Program Coordinator

(337) 531-4236 betty.e.hogue2.civ@mail.mil

FAX: (337) 531-2199 DSN: 863-2199



U.S. Army Contracting Command

UNCLASSIFIED



Single Card Solution

The Government Purchase Card (GPC) Program is in the process of migrating from the General Fund Enterprise Business System (GFEBS) to the GFEBS Single Card Solution process.

Ft Polk GPC is scheduled to commence the GFEBS Single Card Solution implementation on 20 June 2013 (Wave-2).

Additional Training will be mandatory for all Billing Officials (BO) and Cardholders (CH).





Cell Phones

- Please turn cell phone ringers off or on vibrate to reduce the number of distractions during the class.
- Please no texting during the class.





Agenda

- Purpose
- References
- Roles and Responsibilities
- Special Topics
- Improper use of the GPC
- Liability
- Program Setup
- Mandatory Sources
- US Bank Access On Line (AXOL) Registration and Training
- US Bank Access On Line (AXOL) Certification





Purpose

The purpose of this training is to;

- 1) provide an overview of the GPC program
- 2) define individual roles and responsibilities
- 3) meet regulatory requirement





Purpose of GPC

To provide a method for procurement and non-procurement personnel to purchase supplies which do not exceed the micro-purchase threshold(s) of;

\$3,000.00 for supplies/equipment

\$2,500.00 for services

\$2,000.00 for construction

With additional training, written appointment and approval from MICC Fort Polk, purchases may exceed single micro-purchase thresholds, but by law cannot exceed \$25,000. **Purchases above the micro-purchase threshold must be made against existing contracts such as through GSA or CHES.**





References

- a. Federal Acquisition Regulation (FAR), Part 13 “Simplified Acquisition Procedures”
- b. Federal Acquisition Regulation (FAR), Part 8 “Required Sources of Supplies and Services”
- c. Defense Federal Acquisition Regulation Supplement (DFARS) Part 213.301 “Government-wide commercial purchase card”
- d. Army Federal Acquisition Regulation Supplement (AFARS), Part 5113.2 “Simplified Acquisition Procedures”
- e. Army Federal Acquisition Regulation Supplement (AFARS), Part 5113.270(a), “Actions at or Below the Micro-Purchase Threshold”
- f. Treasury Financial Manual, - Vol. I, Part 4, Ch. 4500, “Government Purchase Cards”





References

- g. Department of Defense (DOD) Financial Management Regulation (FMR) Vol. 10, Ch. 23, "Purchase Card Payments"
- h. DOD FMR Vol. 10, Ch. 23, Annex 1, "Purchase Card Certification Statements"
- i. DOD FMR Vol. 10, Ch. 2, "Discount Offers and Rebates Refunds"
- j. DOD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs (DOD Guidebook)
- k. OMB Circular No. A-123, Appendix B Revised
- l. Department of the Army Government Purchase Card Operating Procedures
- m. MICC Fort Polk Government Purchase Card Standard Operating Procedures.





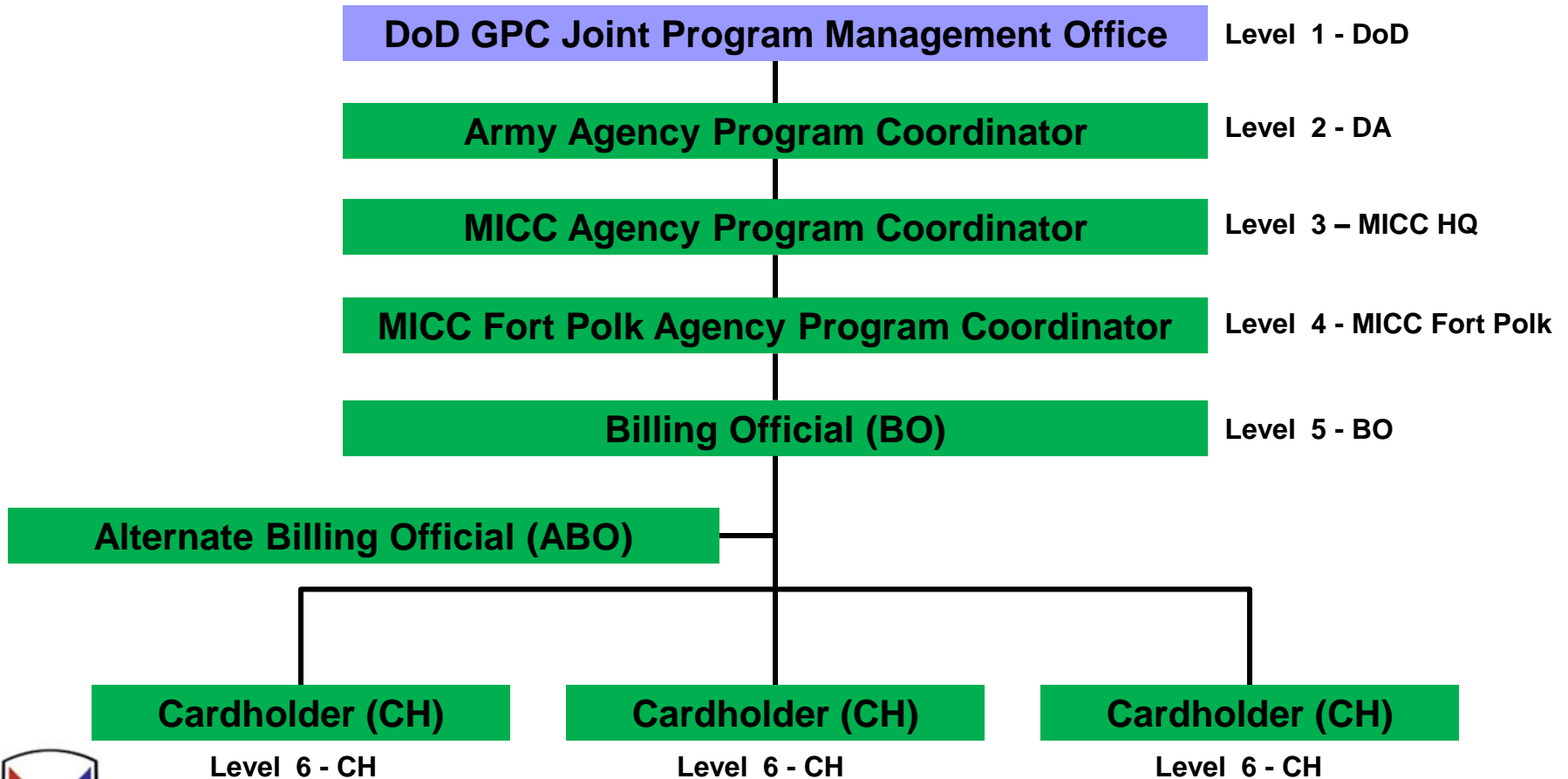
Roles and Responsibilities





A/OPC Hierarchy

GOVERNMENT PURCHASE CARD HIERARCHY





Span of Control Minimum Requirements

Minimum Personnel Required for Unit/Activity GPC Program

- **One Prime Billing Official (BO)**
 - There can only be one Prime BO per account
 - Prime BO's are limited to no more than seven (7) cardholders per account. The exact number is based on ability. Recommend one (1) Billing Official to two to three (2-3) Cardholders.
- **Must have one Alternate Billing Official (ABO)**
 - Currently, there is no limit on number of ABO's
- Cardholder (Two cardholders are preferred in order to have flexibility)





Billing Official Responsibilities 1 of 2

- Billing Officials are responsible for all Cardholder spending levels and actions on their account
 - Provide written approval/disapproval of purchases to Cardholder
 - Reconcile invoices and certify billing statements timely
 - Ensure Cardholders fulfill their responsibilities by conducting compliance reviews
 - Report questionable transactions to the A/OPC
 - Recommend in writing appropriate GPC limits to the RM/G-8 and A/OPC for their Cardholders
 - Review Cardholders billing statement and approve if they are unavailable
 - Identify and communicate discrepancies to the bank's transaction dispute POC
 - Retain an electronic (printable) or manual copy of each billing statement with all supporting documentation
 - Review and reconcile Cardholder statements against receipts
 - Notify the A/OPC 30 days in advance of Cardholders departure





Billing Official Responsibilities 2 of 2

- Notify the A/OPC of lost or stolen cards
- Certify billing statements within 5 days of the end of the cycle
- Ensure designation of the proper Line of Accounting
- Ensure an Alternate Billing Official is appointed
- Ensure adequate funding exists prior to approving a purchase
- Work with the bank to resolve payment issues
- Perform an annual review of Cardholder files using the checklist in 11-2-R, Appendix D of the Army GPC SOP
- Ensure items are accounted for on Property Book or Hand Receipt
- Do not exceed single purchase limit
- Do not exceed monthly limit
- Do not permit split purchases
- Do NOT Leave Your Unit Without Cardholders. Cardholders must have a primary BO in order to have active accounts. If You are leaving your Duty Station as a primary BO, a new primary must be in place before you leave or we will be required to suspend all cardholders.





Cardholder Responsibilities 1 of 2

- Cardholders are individuals who are given delegation of authority by MICC – Fort Polk to purchase essential mission related supplies and services with the Government Purchase Card.
 - Make authorized purchases
 - Collect and maintain required documentation
 - Maintain files and records
 - Rotate merchants when practicable
 - Verify independent receipt and acceptance of goods and services
 - Verify the establishment of the legitimate government need
 - Comply with required sources
 - Far Part 8 and DFARS 208
 - Utilize Mandatory BPAs for office supplies
 - Comply with Section 508 of the Rehabilitation Act
 - Comply with FAR Part 23 Environmentally Preferable Purchasing





Cardholder Responsibilities 2 of 2

- Obtain required pre-purchase approvals
- Verify receipt/acceptance of purchased goods or services
- Review and reconcile monthly statements
- Resolve unauthorized, erroneous, questionable transactions
- Dispute questionable transactions with the bank dispute POC
- Notify the BO of questionable transactions
- Maintain physical security of the Government Purchase Card
- Notify the A/OPC of lost or stolen card
- Maintain the purchase log
- Ensure funding is available prior to purchase
- Coordinate with PBO prior to making purchase
- Notify the BO if you will be unavailable (Leave, PCS, etc)
- Provide the BO with your files prior to your departure





Property Accountability

- 1) All personnel who are entrusted with the procurement of Government property are responsible for its' proper custody, safekeeping and accountability.
- 2) Before purchase, the cardholder is required to coordinate with their PBO to determine the accountability classification requirements. (Durable, expendable, etc.)
- 3) Attach hand receipt (HR) or property book record documentation to GPC Purchase Order Request. All non-expendable property for GPC purposes, is accountable.
- 4) Non-expendable items not accepted by PBO must be on a DA 3161 or DA 2062 Hand Receipt. The HR must be attached to the GPC Purchase Order Request.
- 5) In no case shall the CCO, PBO, or any Level 4 A/OPC or Alt also be a CH, BO or KO who is making contact payments with a GPC or executing GPC purchases. It is highly recommended that a CH, who is also a hand receipt holder, not purchase property for their own use.





UNCLASSIFIED



Property Accountability

- Items are Recorded in the Property Book Because They Require Heightened Accountability:
 - Property Listed on the MTOE, TDA, and JTA
 - Property Obtained Through Rental or Lease Contract (Over \$2500.00 and more than six months)
 - Organizational Colors, National Flags, Foreign Flags, State Flags
 - Property at the Discretion of the Commander or PBO
 - Governed by AR 710-2, AR 735-5



U.S. Army Contracting Command

UNCLASSIFIED



Certification

- The Billing Cycle ends on the 19th of each month.
- The Cardholder must approve and the Billing Official must electronically certify the statement within five calendar days after the cycle closes. **This must be completed NLT the 25th of each month.**
- If the Cardholder is not available the BO must complete both actions.
- **If the account is not approved and certified by the 25th of the month all accounts under the BO will be suspended until certified.**
- **Repeated occurrences of untimely certification will result in either the Cardholder, Billing Official, or both being terminated.**





GPC Account Suspension Policy

- Government Purchase Card A/OPC will Suspend Accounts for failure to certify 5 days past the due date
- Chain of Command will be notified if account is not certified within 15 days past the due date
- BO account that has a Past Due Payment or failure to certify 180 days past the due date will result in the Bank suspending the entire installation GPC program.

****Accounts will be closed permanently if more than two suspensions occur within a 12 month period****





Account Audits

BO accounts audited on an annual basis –

Requested audit records may be previous BO's GPC records

- Audits may be inspected:
 - a) (hard copy) – books
 - b) (electronic) – via email and administratively (minimal GPC activity)

Example of -- Compliance with Policy & Procedures

- Mandatory Sources of Supply
- Split Purchases
- Timely Certification
- Delegation of Authority Letters
- Purchase Order Request and Supporting Documents
- Training Certificates
- Personal purchases
- Rotate Sources
- Access logs completed





Account Audits (Common Issues)

- **Example of – NON COMPLIANCE:**
- No Alternate Billing Official
- Overdue refresher training
- Missing supporting documentation for purchases
- Billing Official PCS'd...GPC office not notified
- **HOW TO FIX?**
- Assign Alternate Billing Official(s)
- Review GPC personnel training records and ensure refresher training is within a year
- Provide supporting purchasing documentation and property book accountability signatures
- Notify GPC office of BO's scheduled departure (and transfer or hold records for next BO)





UNCLASSIFIED



Account Audits (Common Issues)

- Utilize Mandatory Sources
 - Supply System, DA BPAs/Base Supply System (Ability One) for office supplies.
- Split Purchases
- UAC / Ratifications
- Single Purchase Limit Increases
- Training **MUST** be approved prior to class.



U.S. Army Contracting Command

UNCLASSIFIED



Special Topics





UNCLASSIFIED



Heraldic Items

http://www.heraldry.army.mil/ - Microsoft Internet Explorer provided by Ft Campbell

http://www.heraldry.army.mil/

U.S. Army TACOM Life Cycle Management Command
"We Deliver Pride"

Clothing and Heraldry PSID

Welcome to the U.S. Army Heraldry - Product Support Home Page

<p><u>For Heraldic Orders (except SES Flags)...</u></p> <p>Create Heraldry Request (DD1348-6)</p> <p>Modify or Cancel Existing Heraldry Request</p> <p>Check Status of a Heraldry Request</p> <p><u>For SES Flag Orders...</u></p> <p>SES Flag Ordering Info</p> <p>Create SES Flag Request</p> <p>Modify or Cancel Existing SES Flag Request</p> <p>Check Status of a SES Flag Request</p> <p><u>Help and Information</u></p> <p>Frequently Asked Questions</p> <p>Contact Us</p> <p>Guidelines for General Officer Program</p>	<p><u>For Heraldry Automation System Users</u> (i.e. TACOM, DSCP & Vendor Personnel)</p> <p>Login</p> <p><u>Links To U.S. Army Regulations</u></p> <p>Local Purchase Policy</p> <p>AR 840-10: Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates</p> <p><u>Other Useful Links</u></p> <p>The Institute of Heraldry</p> <p>U.S. Army Center of Military History</p> <p>Lineage and Honors Information</p> <p><u>Other Heraldic Information</u></p> <p>IMPORTANT NOTICE FOR UNITS BEING RE-DESIGNATED</p>
--	--

Trusted sites | Protected Mode: Off | 100%



UNCLASSIFIED



Heraldic Items

http://www.heraldry.army.mil/ - Microsoft Internet Explorer provided by Ft Campbell

http://www.heraldry.army.mil/

U.S. Army Tank-automotive and Armaments Command

Integrated Logistics Support Center

Clothing and Heraldry Product Support Integration Directorate

"We Deliver Pride"

[Home Page](#)

Local Purchase Policy

Paragraph 10-1, AR 840-10, states that all flags, guidons and accessories in this regulation will be furnished by the US Army Soldier Systems Command (now the Clothing and Heraldry Office, Philadelphia). In 1996, The Institute of Heraldry requested that a statement be added to AR 710-2 as follows: If the Army Support Office (now Clothing and Heraldry) cannot provide the flag by the required delivery date, the Installation Commander may authorize local purchase. The Clothing and Heraldry PSID in Philadelphia or The Institute of Heraldry is NOT the approval authority for authorization of local purchase. If the Installation Commander determines that the flag may be procured locally, the installation establishes the procedures on type of purchase (e.g., credit card or contract). When AR 840-10 is revised, the above statement will be added to paragraph 10-1.

Done Trusted sites | Protected Mode: Off 100%

Procurement of Organizational Colors



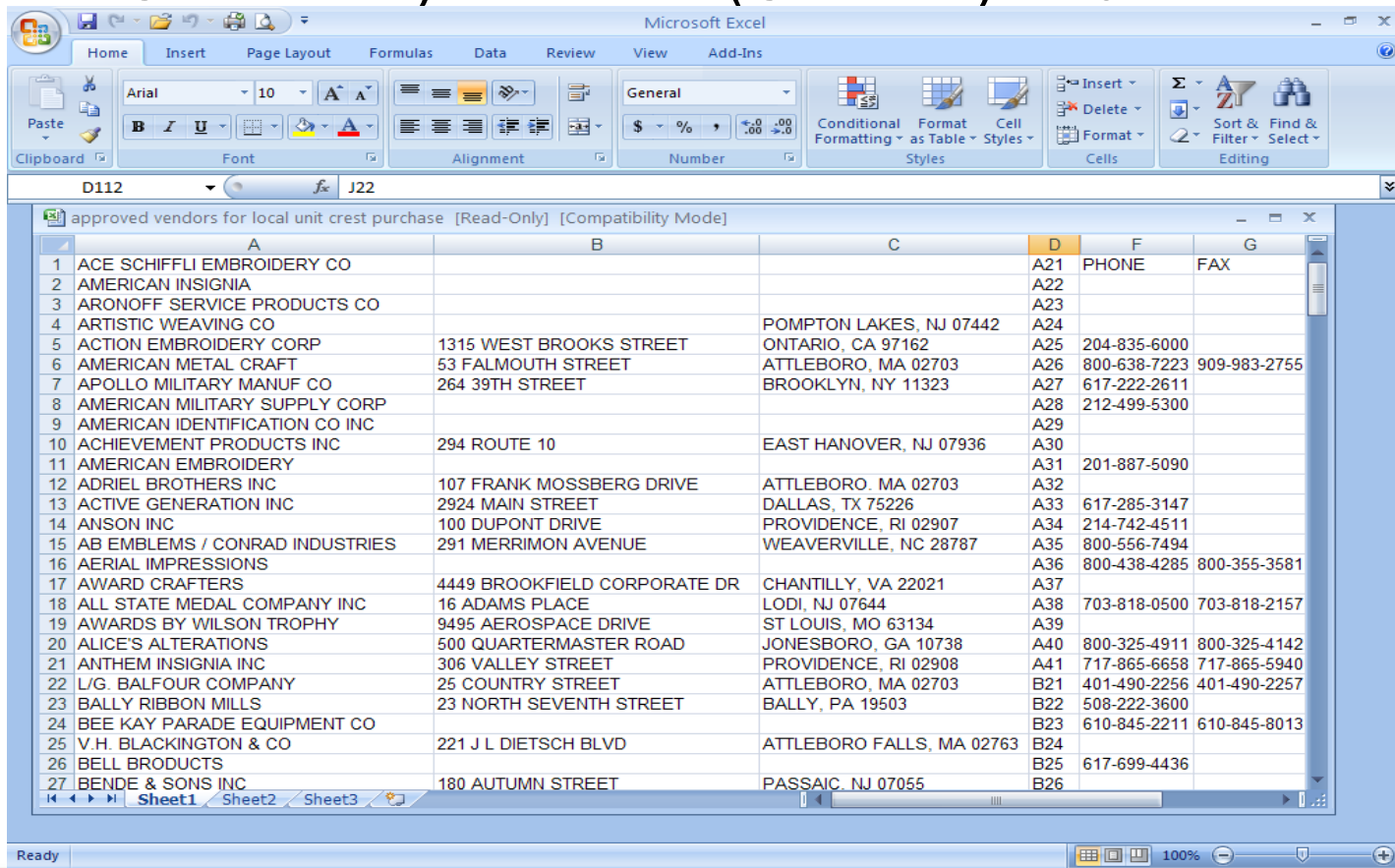
U.S. Army Contracting Command

UNCLASSIFIED



Heraldic Items

Insignia, Crests and Badges may only be purchased from either Clothing Sales or one of the Certified Manufacturers listed on the Department Of Heraldry website. (Currently 240 total on list.)



Microsoft Excel window showing a spreadsheet titled "approved vendors for local unit crest purchase [Read-Only] [Compatibility Mode]". The spreadsheet lists vendors and their contact information.

	A	B	C	D	F	G
1	ACE SCHIFFLI EMBROIDERY CO			A21	PHONE	FAX
2	AMERICAN INSIGNIA			A22		
3	ARONOFF SERVICE PRODUCTS CO			A23		
4	ARTISTIC WEAVING CO		POMPTON LAKES, NJ 07442	A24		
5	ACTION EMBROIDERY CORP	1315 WEST BROOKS STREET	ONTARIO, CA 97162	A25	204-835-6000	
6	AMERICAN METAL CRAFT	53 FALMOUTH STREET	ATTLEBORO, MA 02703	A26	800-638-7223	909-983-2755
7	APOLLO MILITARY MANUF CO	264 39TH STREET	BROOKLYN, NY 11323	A27	617-222-2611	
8	AMERICAN MILITARY SUPPLY CORP			A28	212-499-5300	
9	AMERICAN IDENTIFICATION CO INC			A29		
10	ACHIEVEMENT PRODUCTS INC	294 ROUTE 10	EAST HANOVER, NJ 07936	A30		
11	AMERICAN EMBROIDERY			A31	201-887-5090	
12	ADRIEL BROTHERS INC	107 FRANK MOSSBERG DRIVE	ATTLEBORO, MA 02703	A32		
13	ACTIVE GENERATION INC	2924 MAIN STREET	DALLAS, TX 75226	A33	617-285-3147	
14	ANSON INC	100 DUPONT DRIVE	PROVIDENCE, RI 02907	A34	214-742-4511	
15	AB EMBLEMS / CONRAD INDUSTRIES	291 MERRIMON AVENUE	WEAVERVILLE, NC 28787	A35	800-556-7494	
16	AERIAL IMPRESSIONS			A36	800-438-4285	800-355-3581
17	AWARD CRAFTERS	4449 BROOKFIELD CORPORATE DR	CHANTILLY, VA 22021	A37		
18	ALL STATE MEDAL COMPANY INC	16 ADAMS PLACE	LODI, NJ 07644	A38	703-818-0500	703-818-2157
19	AWARDS BY WILSON TROPHY	9495 AEROSPACE DRIVE	ST LOUIS, MO 63134	A39		
20	ALICE'S ALTERATIONS	500 QUARTERMASTER ROAD	JONESBORO, GA 10738	A40	800-325-4911	800-325-4142
21	ANTHEM INSIGNIA INC	306 VALLEY STREET	PROVIDENCE, RI 02908	A41	717-865-6658	717-865-5940
22	L/G. BALFOUR COMPANY	25 COUNTRY STREET	ATTLEBORO, MA 02703	B21	401-490-2256	401-490-2257
23	BALLY RIBBON MILLS	23 NORTH SEVENTH STREET	BALLY, PA 19503	B22	508-222-3600	
24	BEE KAY PARADE EQUIPMENT CO			B23	610-845-2211	610-845-8013
25	V.H. BLACKINGTON & CO	221 J L DIETSCH BLVD	ATTLEBORO FALLS, MA 02763	B24		
26	BELL PRODUCTS			B25	617-699-4436	
27	BENDE & SONS INC	180 AUTUMN STREET	PASSAIC, NJ 07055	B26		



UNCLASSIFIED



DLA Document Services (Formerly DAPS)

<http://www.documentservices.dla.mil/>

DEFENSE LOGISTICS AGENCY Document Services

Site Map | Privacy & Security | Accessibility | Contact Us

SEARCH

- Home
- About
- Capabilities
- Locations
- Library
- Events
- FOIA
- Customer Support
- Site Map

DLA Document Services Video

Take a look at why DLA Document Services is the trusted document solutions provider to the Department of Defense.

WATCH VIDEO

NON-CAPTIONED OPEN-CAPTIONED

Director's Message

Stephen T. Sherman
Director

We exist for the convenience of our customers. Since establishment in the [Department of Defense](#) in 1949, this has been the guiding principle of DLA Document Services.

From a single production facility at the Pentagon, we have grown into a global enterprise to become DOD's Document Solutions Provider. We are fully customer driven to provide best-value services with a knowledgeable workforce that delivers world-class performance.

DLA Document Services is proud of its reputation for response to the most demanding customer in the world – the American warfighter.

We surround the customer with an on-site presence at [webmaster](#)

Locations

Worldwide Presence

Online Ordering Service

Online

Customer Reference Guide

Getting your digital files to us

Tell Us What You Think Of Our Services

TODPG Supports the U.S. Air Force



U.S. Army Contracting Command

UNCLASSIFIED



DLA Document Services (Formerly DAPS)

If you have printing/copying requirements that exceed your organic **capability** and the Fort Polk Visual Information Training Support Center (TSC) cannot support your requirement then you must use DLA Document Services. If DLA Document Services cannot support your requirement they will provide a waiver to seek commercial services.

DLA Document Services is the MANDATORY SOURCE for all printing
The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.

**** Cardholders who go directly to commercial sources without DAPS authority will be held pecuniary liable for the cost of unauthorized printing. NO printing authorized at any other printing merchants.****





Construction

Must have prior DPW Approval

Construction, alteration, or any changes to real property, repair of buildings (painting, carpeting, repair of stairway, concrete work etc). No change or alteration will be made to any building or structure, whether new or existing, without first coordinating with Directorate of Public Works (DPW).





Rental Vehicles

Must have prior DOL (TMP) Approval

Prior to renting a vehicle, you must receive a waiver from TMP.
Fuel for vehicles may not be purchased on the GPC.





Unit/Commander Coins

Unit Coin Medallions (UCM) Policy 04 Aug. 2006

- UCMs are custom minted coins that are presented by an authorized individual as an on-the-spot recognition for exceptional service or accomplishment.
- FORSCOM Units can **NOT** spend more than \$5,000 on UCMs in any one Fiscal Year unless they have Chief of Staff, FORSCOM, approval. (Remember: Purchases of UCM's in excess of \$3,000 must be executed through a formal contract. See MICC – Fort Polk for additional guidance.
- UCMs can **NOT** be given to Contractors. UCMs can be given to any Soldier, DA Civilian employee, or volunteers.

*****Unit is defined as Battalion Level or above***





Training

- The GPC shall be used as a method of payment for all commercial training \$25,000 and below. (*Department of the Army Government Purchase Card Operating Procedures dated 23 February 2012*)
- Training Procedures & Inclusions
 - Contact GPC A/OPC for approval of purchase. Contact Resource Manager to verify funding is available (RM signs PR)
 - You must have approval from A/OPC in writing and include it in your file for this purchase.
 - **All cardholders must have additional training to make purchases in excess of \$3,000.**





Over \$3k Purchases

- Can only be authorized in the following situations:
 - Against existing Government contracts. GSA Advantage and CHES are the most common.
 - All Commercial off the Shelf training up to \$25,000 will be paid using the GPC when the vendor accepts credit card.
 - The vendor that has a GSA or CHES contract must also have the item you are purchasing on the contract.
 - **NOT ALL CARDHOLDERS HAVE THIS PURCHASING AUTHORITY**





Green Procurement

- Green Procurement: Part of Your Card Holder Responsibilities
- Green Procurement means showing preference for products and services that benefit the environment, such as:
 - Made with Recycled Content
 - Biobased
 - Environmentally Preferable
 - Energy Efficient
 - Alternative Fuels or Vehicles
 - Lacking in Ozone-Depleting Substances (ODS)
 - Without EPA Priority Chemicals





UNCLASSIFIED



Green Procurement

- The DOD Green Procurement Program was established in August 2004 (Revision 1, dtd August 2006)
 - Requires that green products and services be considered as first choice for all procurements
 - Assigns responsibility to virtually every DOD employee
 - Requires implementation at organizational level where initial purchasing requirements are defined
 - <https://www.denix.osd.mil/denix/Public/ES-Programs/pollution/Procurement/GPP/gpp-intro.html>



U.S. Army Contracting Command

UNCLASSIFIED



Green Procurement

- Affirmative Procurement (AP) is a mandatory program requiring federal **procurement actions** to give preference to products made with recycled or biobased materials when the purchase includes **designated items**
 - **Procurement actions** include purchases made directly by a procuring agency and purchases made directly by any person (e.g., a contractor) in support of work being performed for a procuring agency (40 CFR 247.2)
 - **Designated items** are products EPA has identified in the Comprehensive Procurement Guidelines (CPG) that can be made with recycled materials, or products that the Department of Agriculture has designated in the biobased program





Green Procurement

• *EPA-Designated Products (CPG Items) Typically Acquired by Purchase Card*

- Paper (including copy paper, computer paper, envelopes, index cards, folders)
- Office products (such as binders, clipboards, portfolios, printer ribbons, plastic desktop accessories)
 - Trash bags
 - Awards and plaques
 - Sorbents
 - Antifreeze
 - Office recycling containers
 - Sanitary tissue (including bathroom tissue, paper towels)
 - Toner Cartridges
 - Signs
 - Latex paint
 - Lubricating oils
 - Office waste receptacles





Exceptions

- According to the regulations, we must purchase designated items with recycled or biobased content, except when the product:
 - Is available only at an unreasonable price
 - Will not meet reasonable performance standards
 - Is unavailable within a reasonable timeframe or at a sufficient level of competition
 - Basis for exceptions must be documented prior to seeking alternatives





Improper Use Of The GPC





Top 10 Prohibited Uses

1. Betting, Casinos, Gaming Ships and Off Track Betting.
2. Timeshare rental.
3. Dating and Escort Services.
4. Financial Institutions.
5. Bail and Bond Payments.
6. Jewelry Stores
7. Court Costs, Alimony and Child Support
8. Fines
9. Pawn Shops
10. Antique Stores





Unauthorized Credit Card Purchases

- NO Split Purchases
- NO Purchases Over Dollar Limits
- NO Cash Advances
- NO I.T. purchases without CAPR Form
- NO THIRD PARTY (Pay Pal, Ebay, I-bill) (Without written MICC Approval)
- NO Rental Or Lease Of Land Or Buildings For Term Longer Than One (1) Month authorized
- NO Telecommunication SERVICES/EQUIPMENT (I.E., Can Not Change DSN To A Commercial Company.)
- NO Personal Charges
- NO airline, bus or other related travel tickets





Unauthorized Credit Card Purchases

- NO coffee, juice, bottled water services or other food items
- NO yard maintenance or janitorial services
- NO meals and lodging. For emergencies contact your comptroller during duty hours. After duty hours contact your comptroller through the SDO
- NO Christmas or other holiday decorations
- NO GIFTS or GIFT CARDS
- NO agreements to test supplies or services
- NO on ANYTHING Non-Mission

Still not sure? Contact MICC - Fort Polk, GPC Team (337) 531-2322 or 531- 4236





Organizational Day

- You may not use the GPC to purchase anything for an Organizational Day.
- The GPC may only be used to purchase supplies and services that directly support the mission of your unit.





UNCLASSIFIED



Military Balls, Dining In/Out

- Generally will not be able to purchase items for these events – they are considered social events
- Mementos – NO
- Programs – NO (AR 25-30)
- Exceptions – General Officer's Protocol Funds or Unit Funds (MWR) if allowable with those funds



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Ammunition

- Will not be able to purchase ammunition on the GPC.
- Title 10, U.S. Code (USC), Title 31 USC, and Defense Finance and Accounting Service-Indiana Manual 37-100 (DFAS-IN 37-100) prohibit Army units from using funds for other than their intended purpose and specify that munitions may be purchased only with procurement ammunition, Army (PAA) funds or missile procurement, Army (MIPA) funds, which are controlled at HQDA. **It is a Federal offense for units to procure munitions using anything other than PAA or MIPA funds.**



U.S. Army Contracting Command

UNCLASSIFIED



Unauthorized Commitments

- Occurs when someone other than a Contracting Officer or their appointed designee commits government funds.
- UAC's usually occur due to urgency of need or failure to know and follow proper requisition procedures.
- UAC's must be ratified before a vendor/contractor can be paid.
- Ratification involves numerous individuals; including the first O-6 or equivalent in chain of command, and depending on dollar value could be elevated to the first GO (over \$10K).
- Ratifications gain individual adverse notoriety, embarrass the command and in some situations can result in Anti Deficiency Act (ADA) violations.
- Individual making the UAC can be held financially responsible if Fair and Reasonable pricing cannot be made.
- Command emphasis is the key to stopping UAC's.
- When in doubt as to your authority, **call MICC Ft Polk GPC Team 337-531-2322/4236.**





UNCLASSIFIED



Split Purchases

AFARS 5113.270-90 Use of the Government-wide commercial purchase card.

(b) Cardholders shall not break down (split) requirements aggregating more than the micro-purchase threshold into several purchases merely to avoid any requirement that applies to purchases exceeding the micro-purchase threshold.



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Split Purchases

What is a split purchase?

“Splitting” generally involves the willful reduction of a requirement which could be purchased from the same merchant in an effort to keep the total price of the purchase below the cardholder’s single purchase threshold. Typically, the known needs of a unit/activity by the cardholder at the time of the purchase constitutes the requirement.

In other words.....

“Known requirements of like items at the time of purchase cannot exceed the threshold



U.S. Army Contracting Command

UNCLASSIFIED



Split Purchases

Purchases Shall Not Be Split....

.....to stay below the micro-purchase threshold of \$3,000.00 for supplies, \$2,500.00 for services, and \$2,000 for construction.

- Purchases made from different vendors
- Purchases made on different days
- Purchases made by different Cardholders

...In some circumstances, the individual(s) making and or authorizing the Split Purchase can be held financially liable or responsible for payment to the vendor.





Split Purchases

Split Purchase EXAMPLE # 1

- **A single Cardholder** makes multiple purchases of the same item from the “same merchant on the same day”...
- AND
- the total exceeds the single purchase limit
- AND
- the total requirement was known at the time of the first purchase.





Split Purchases

Split Purchase EXAMPLE # 2

- **A single Cardholder** is given a list of items to purchase on Monday morning that totals \$3,550.00 ...
 - The Cardholder goes to a “single merchant multiple times” to purchase the items...
 - Cardholder goes to “Joe’s Hardware” on Monday morning and makes one buy for \$2,800.00
 - Cardholder goes to “Joe’s Hardware” on Monday afternoon and buys the remaining items spending \$750.00.





Split Purchases

Split Purchase EXAMPLE # 3

- **A single Cardholder** purchases the same/similar item(s) from *multiple merchants* on the same day, the total exceeds the single purchase limit and the total was known at the time of the first purchase.

- On Monday morning the CH makes one charge for \$2,800.00 at Joes Hardware and Gifts
- On Monday afternoon the CH makes another charge for \$750.00 at Skipper & Gilligan Supply





UNCLASSIFIED



Liability



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Misuse, Abuse, and Fraud

- Misuse – Failure to use the GPC properly but not for personal gain.
- Abuse – Use of GPC, or disposition of property purchased with the card that falls short of complex fraud but is conducted for personal gain (e.g. making unauthorized cash advances, purchasing items solely for personal purposes, selling or pawning items with the GPC).
- Fraud – Misconduct motivated by personal gain, but carried out through the acts of deception designed to defeat accountability controls (e.g. kickbacks from the vendor, conflict of interest, schemes involving the CH and AO).
- In the event of Fraud on the GPC or if the Cardholder has either lost the card or if it has been stolen, immediately contact the Billing Official then US Bank and finally the MICC Fort Polk GPC Team.



U.S. Army Contracting Command

UNCLASSIFIED



Liability

Army GPC Operating Procedures

2-5. Liability of the Government, Cardholders, and Billing Officials

- a. Use of the GPC by an authorized Cardholder to make an unauthorized purchase is the liability of the Government. However, the installation/organization is responsible for taking appropriate action against the Cardholder.
- b. The intentional use of the GPC for other than official Government business may be considered an attempt to commit fraud against the U.S. Government.





Liability

Billing Officials are Financially Liable

- Billing Officials are required to review their cardholder's reconciled documentations.
- Please be advised that audits, inspections, and investigations of cardholder reconciled credit card files are the responsibility of the BO. Failure to do so may result in financial and disciplinary actions.
- All accountable officials are required to comply with DoD regulations, policies, and procedures, including standard operating procedures. Failure to act in accordance with such regulations, policies, and procedures is generally considered evidence of negligence.
- Following orders from superiors that are contrary to regulations, policies, and procedures, is no defense to negligence or bad faith. A heavy workload or a lack of experience, supervision, or training, is not a factor in determining relief from liability.





UNCLASSIFIED



Liability

- Cardholder (CH): Liable to the Government for amount of any non-approved purchase. (Fine of not more than \$10K or imprisonment for not more than 5 years or both, 18 USC 287)
- Billing Official (BO): By certifying the billing statement, pecuniary liable for improper payments resulting from misuse/abuse.
- Military: Subject to UCMJ
- Civilian Employees: Suspension of employment, termination, Court



U.S. Army Contracting Command

UNCLASSIFIED



Program Setup





Program Setup

- Mandatory Appointment Requirements for Billing Officials (BO), Cardholders (CH) and Resource Managers (RM)
 - FP Form 202 (CH)
 - FP Form 203 (BO/ALTBO)
 - DD Form 577 (BO/ALTBO) block 17 must be signed in **BLUE INK**
 - Appointment Letter signed by CDR, MICC – Fort Polk (BO/ALTBO and CH)
 - * DAU Overview of Acquisition Ethics (CLM 003 Annually), DoD GPC Training (CLG 001 Initial and CLG 004 Bi-Annually) <https://learn.dau.mil> (BO/ALTBO and CH)
 - * Access Online US Bank Training <https://wbt.access.usbank.com> (BO/ALTBO and CH) (all lessons required to be taken)
 - * Section 508 Micro-Purchase <https://www.section508.gov/index.cfm> (BO/ALTBO and CH)
 - * SmartPay, GSA Training <https://training.smartpay.gsa.gov/> (BO/ALTBO and CH) (Every 3 years) (**PURCHASE CARD** not **TRAVEL CARD**)
 - * Resident MICC Fort Polk GPC Training (Bi-Annually) (BO/ALTBO and CH)
 - * Certifying Officer Legislation Training (BO/ALTBO)

<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>

*** Certificate of Completion is required ***





Mandatory Sources





Mandatory Sources 1 of 3

8.002 Priorities for Use of Government Supply Sources.

- (a) Except as required by 8.003, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority –

(i) Agency inventories; This refers to other organizations on the installation which may possess excess inventories of a particular item and to stock items maintained by various Army Supply Points (FEDLOG). A supply item must first be determined not available in the Federal Supply System. The activity must first inquire with the Supply Support Activity (SSA) for requisitioning of a supply item. If an item is available through FEDLOG the activity/unit must order the item through the SSA or provide documentation that the SSA cannot order the item and why. The Requiring Activity must provide proper Acquisition Advice Code (AAC) for reasoning why an item cannot be ordered through the Army Supply System or documentation that research in FEDLOG or WEBFLIS shows the item is not available in the supply system. See AR 710-1 Appendix D for list of AACs. Access to FEDLOG and WEBFLIS is available by registering at the Logistics Information Warehouse at <https://liw.logsa.army.mil/>.





Mandatory Sources 2 of 3

(ii) Excess from other agencies (see [Subpart 8.1](#));

(iii) Federal Prison Industries, Inc. (see [Subpart 8.6](#)); Referred to as UNICOR.

This organization is a self-sustaining, self-funded corporation established in 1934 by executive order to create a voluntary real-world work program to train federal inmates. It is a good source for clothing and textiles, office furniture, and industrial products. Web Site: www.unicor.gov

(iv) Supplies which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (see [Subpart 8.7](#)); National Industries for the Blind (NIB), also referred to as AbilityOne. Created

in 1938, this organization employs individuals who are legally blind to produce supplies routinely stocked by Government agencies. Most of the products have a National Stock Number (NSN). Product categories include office supplies, cleaning, food service, hardware, bedding, personal care/safety, and medical. Web Site: <http://www.abilityonecatalog.com/> National Industries for the Severely Handicapped (NISH). This organization employs individual who are severely handicapped to provide various types of services to the Government. Like NIB, NISH also manufactures some stock numbered products. Web Site: www.nish.org





Mandatory Sources 3 of 3

(v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;

(vi) Mandatory Federal Supply Schedules (see [Subpart 8.4](#)); The Federal Supply Schedule program is also known as the General Services Administration (GSA) Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. It's a great way to find pricelists at volume discount "wholesale" prices rather than retail prices for other supplies and services offered to the public on the Internet. Their pricelists can be used as part of your market research prior to using your Government Purchase Card or initiation of a Purchase Request (suggested vendors) via GFEBS.

(vii) Optional use Federal Supply Schedules (see [Subpart 8.4](#));

(viii) Commercial sources (including educational and nonprofit institutions).





DLA WebFLIS



DEFENSE LOGISTICS AGENCY Logistics Information Service

[Home](#) | [Products](#) | [Services](#) | [Programs](#) | [Cataloging](#) | [Log Tools](#) | [Supplier](#) | [Training](#) | [Library](#)

WebFLIS Home

Due to recent DOD authentication initiatives, we are encouraging users that have a Common Access Card (CAC) to [register](#) for Restricted WebFLIS.

WebFLIS Public Search Selection Menu

Instructions for performing searches:

For a **NIIN/NSN** search, leading zeros can be omitted. Enter up to nine positions for NIIN and thirteen positions for NSN in the NIIN/NSN field and then click on the Go button. NIIN/NSN can be entered with or without dashes. If dashes are entered, up to sixteen positions are accepted.

For an **Item Name Keyword** search, enter up to three (3) Item Name Keywords and then click on the Go button.

For a **Part Number** search, enter the part number in the part number field and then click on the Go button.

To perform an **Expanded Part Number** search enter a part number(no wild card), check the Expanded Part search box and click on the Go button.

Enter Search Criteria

NIIN/NSN

Item Name Keyword(s)

Part Number

☐ Expanded Part Number search

Enter CAGE Code

☐ Company data only

Manufacturer's Name

& Part Number

WebFLIS Output Selection Views

☒ Identification Data

Internet





UNCLASSIFIED



DLA WebFLIS

WebFLIS

Federal Logistics Information System

WebFLIS Home

Item Name Results : **TRACTOR** [Search again?](#) Total records = 426

Item Name	INC
ARTILLERY TOWING ATTACHMENT,TRACTOR MOUN	21453
AUGER,EARTH,TRACTOR MOUNTING	22070
BACKHOE,TRACTOR MOUNTING	22216
BREAKER,PAVING,TRACTOR MOUNTED	67889
CRANE,TRACTOR MOUNTING	23014
CRANE,TRACTOR TOWED	03151
CRANE-TRACTOR	11095
DECOY TARGET,FULL TRACKED TRACTOR	08368
DISTRIBUTOR-TRACTOR,DUST CONTROL,TANK TY	32702
FORK LIFT,TRACTOR MOUNTING	2239
GRUBBER,TRACTOR MOUNTING	06328
HITCH,TRUCK AND TRACTOR MOUNTING ATTACHM	3115
LOADER,SCOOP TYPE,TRACTOR MOUNTING	06331
MODIFICATION KIT,TRUCK AND TRUCK TRACTOR	53080
MOWER ATTACHMENT,GARDEN TRACTOR	08254
MOWER,LAWN,TRACTOR PROPELLED	03338
PLATE ASSEMBLY,FENDER,TRACTOR	39566
POWER CONTROL UNIT,TRACTOR MOUNTING,CABL	06501
POWER CONTROL UNIT,TRACTOR MOUNTING,HYDR	07821
RAKE,ROCK AND ROOT,TRACTOR MOUNTING	20306
RIPPER,TRACTOR MOUNTING	22851
ROTARY MOWER ATTACHMENT,TRACTOR MOUNTING	08255
ROTATING KNIFE MOWER ATTACHMENT,TRACTOR	08256
SCRAPER,TRACTOR	05729
SCRUBBING MACHINE,PAVEMENT,TRACTOR MOUNT	61007
SERVICING PLATFORM,TRACTOR MOUNTED	22452

**Search all items
To see if one meets
the need of the
Government**



U.S. Army Contracting Command

UNCLASSIFIED



DLA WebFLIS

Instructions for performing searches:

For a **NIIN/NSN** search, leading zeros can be omitted. Enter up to nine positions for NIIN and thirteen positions for NSN in the NIIN/NSN field and then click on the Go button. NIIN/NSN can be entered with or without dashes. If dashes are entered, up to sixteen positions are accepted.

For an **Item Name Keyword** search, enter up to three (3) Item Name Keywords and then click on the Go button.

For a **Part Number** search, enter the part number in the part number field and then click on the Go button.

To perform an **Expanded Part Number** search enter a part number(no wild card), check the Expanded Part search box and click on the Go button.

To perform a partial **Part Number** search enter three or more characters followed by an asterisk (*) and then click on the Go button.

For a **CAGE Code** search, enter a five-digit numeric or alpha-numeric CAGE Code in the CAGE Code field, check the Company Only box and then click on the Go button.

For a **CAGE Code** search that will

Enter Search Criteria

NIIN/NSN

Item Name Keyword(s)

Part Number

☐ Expanded Part Number search

Enter CAGE Code

☐ Company data only

Manufacturer's Name

& Part Number

WebFLIS Output Selection Views

- ☒ Identification Data
- ☐ MOE Rule Coded Data
- ☒ Ref/PN Data
- ☒ Management Data
- ☐ Phrase Data
- ☐ Freight Data
- ☒ Decoded Characteristics Data





UNCLASSIFIED



DLA WebFLIS

WebFLIS
Federal Logistics Information System

WebFLIS Home

No Results found for Item Name Keyword(s): [HON CHAIR](#)

[Search again?](#)

WebFLIS Rev 3.15.9WDSS

[DLA Customer Interaction Center: 1-877-352-2255 or DSN 661-7766 Email: \[dlacontactcenter@dla.mil\]\(mailto:dlacontactcenter@dla.mil\)](#)
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

This Site Reviewed Quarterly for Accessibility Compliance
This Page Last Reviewed: May 1, 2012



U.S. Army Contracting Command

UNCLASSIFIED



Supply Purchases

- Items with National Stock Numbers (NSN) must be purchased from the supply system unless requirements cannot be met. If FedLog shows AAC of "L" you may purchase locally without other approvals, otherwise if a Centrally Managed Item you must receive a waiver from the Item Manager prior to procuring locally. Attach printout from FedLog or Item Manager Waiver to GPC Purchase Order Request.
- Refer to the following Army Regulations
 - AR 710-2, Supply Policy
 - AR 735-5, Policies and Procedures for Property Accountability
- Department of Heraldry items: Flags, Guidons and Streamers.
 - Request items on GPC Purchase Order Request
 - Attach any waiver to GPC Purchase Order Request





UNCLASSIFIED



UNICOR



- ✓ How to Order Phone:
Contact our Customer Service Center at (800) 827-3168
Fax: (859) 254-9048
- ✓ How to Order Online [http://www.unicor.gov//
Request for Quote](http://www.unicor.gov//Request for Quote) (must be registered with USER ID and password).
- ✓ Why Specify UNICOR Products?
 - Eliminates 3-Quote Purchasing Requirements
 - Competitive Pricing with GSA
 - National Sales Coverage
 - Single Requisition for Products and Services
 - Online Order Status and Tracking
 - One Stop Shopping



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



UNICOR



✓ Convenient Payment Methods for Military & Civilian Agencies

- * DD 448 - MIPR (Military Interdepartmental Purchase Request)
 - * Standard FEDSTRIP/MILSTRIP System
 - * MOA (Memorandum of Agreement)
 - * MOU (Memorandum of Understanding)
 - * DD 1149 OR SF 1449- Purchase Order = over the micro-purchase limit (GFEBS)
 - * DD 1155 Order for Supplies and Services
 - * OF 347- Order for Supplies and Services, SF-1 Form
- and of course the ----- Federal Government Credit Card

✓ Waiver Processing

[On-Line Waiver Request Form](#)

[General Waiver Information](#)

[Waiver Requests by Mail/FAX](#)



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



UNICOR



✓ • Purchases Totaling \$3,000 or Less

The FPI Board of Directors announced its decision to increase the blanket waiver relating to small dollar value purchases from the previous threshold of \$2,500 to a threshold of \$3,000, effective April 12, 2007.

Customers may, however, still purchase from FPI at, or below, this threshold, if they so choose. No waiver is required to buy from an alternative source.



U.S. Army Contracting Command

UNCLASSIFIED



The Javits-Wagner-O'Day (JWOD) program was established by Congress in 1971 to increase employment and training opportunities for people who are blind or have other severe disabilities.

FACTS:

- Over 17 Million Americans Have Severe Disabilities
- Unemployment Near 70% for this population demographic

WOUNDED WARRIOR:

- 3,300 veterans; of those, about 1,600 have significant disabilities employed through Ability One in FY2010





UNCLASSIFIED



Ability One

AbilityOne - Windows Internet Explorer

http://www.abilityone.gov/

File Edit View Favorites Tools Help

Search DeleteSpam Not SpamAll 211CustomizeNarrow R Search Ask Facebook Listen to music Amazon YouTube Options


inbox Search Wallpapers Search Wallpapers Screensavers YouTube Facebook News Search

Favorites Suggested Sites Free Hotmail Web Slice Gallery Satellite Internet - HughesN...

AbilityOne

Tuesday, July 10, 2012

AbilityOne.gov
U.S. AbilityOne Commission
J. Anthony Poleo, Chairperson
Tina Ballard, Executive Director



E-Vote | Media Room | Contact Us

Home | Commission | AbilityOne Program | AbilityOne Network | **Procurement List** | Distributors | Laws and Regulations

AbilityOne coordinates participation from **more than 600 nonprofit agencies** throughout the United States.

Read More

1 2 3 4 5

I want to:
Do Business with AbilityOne
Obtain Contract Management Services

AbilityOne Facts
Did You Know AbilityOne...?
In FY2011, The AbilityOne Program employed over 50,000 people who are

Quick Links
Products
Services
FAQs

Procurement List Products
Search Products
How to Buy Products
Procurement List Services
Search Services
How to Buy Services
Contract Management Services
Procurement List Additions
AbilityOne Catalog

AbilityOne PROGRAM ★
The AbilityOne logo is a registered trademark of the U.S. AbilityOne Commission which administers the AbilityOne Program.

News
Carol Lowman, Jan Frye, and Karen McCulloh Sworn-In as Members of U.S. AbilityOne Commission
AbilityOne partnerships 'a good fit' for ACC (DOC)
William Sisk, Assistant Commissioner, GSA, Sworn-In as Newest Member of U.S. AbilityOne Commission

Sustainability

http://www.abilityone.gov/procurement_list/index.html

Internet 100%



U.S. Army Contracting Command

UNCLASSIFIED



SSSC Base Supply Store

- **Base Supply Store**

- Mandatory source for general office supplies and other items that are on the Procurement List

<http://www.abilityone.gov/documents/2008/Distribute/bsc-list.pdf>

- Ability One Products will be marked with the Ability One logo



- **Be advised that the Base Supply Store stocks many non Ability One products that must be treated as an open market commercial item.**





UNCLASSIFIED



DoD EMAIL TUTORIAL



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial

DoD EMALL - Microsoft Internet Explorer provided by Ft Campbell

http://www.dlis.dla.mil/emall.asp

File Edit View Favorites Tools Help

DoD EMALL

Home RSS Print Page Tools



Defense Logistics Information Service

"A Defense Logistics Agency Activity"

DOD EMALL

[DLIS Home](#) | [Products](#) | [Services](#) | [Programs](#) | [Cataloging](#) | [Log Tools](#) | [Supplier](#) | [Training](#) | [Library](#)

DOD EMALL

[Go to DOD EMALL](#)

[Request Training](#)

[EMALL Newsflashes](#)

DOD EMALL is an Internet based Electronic Mall, which allows military customers and other authorized government customers to search for and order items from government and commercial sources. DOD EMALL is a Department of Defense program operated by DLIS. All users are required to register and be authenticated and authorized by a DLIS Access Administrator. All DOD EMALL users follow the Department of Defense rules for login and passwords.

DOD EMALL is available 24 HOURS A DAY, 7 DAYS A WEEK. If any assistance is needed you may call our Help Desk at 1-877-352-2255 between the hours 0700-1730 EST

What are the advantages of DOD EMALL?

DOD EMALL gives you a secure location to shop and order NSN's and commercial items. It also gives you a powerful search engine to access product information from a wide variety of Government and Supplier managed catalogs. DOD EMALL now has over 1450 commercial catalogs with over 32 million items available to our registered users. This allows you to cross-catalog shop, create carts and order items from more than one source at a time, thereby saving time by not going to each catalog separately to place an order. Customers on DOD EMALL can order using a Government Purchase Card or by MILSTRIP/FEDSTRIP for some items.

DOD EMALL also has a partner software, Business Objects, that has the ability to provide reports to Services, Commands, Purchasing Officers or any user requesting information about their purchasing activities. These reports can provide various levels of detail to the requester.

Who Uses DOD EMALL:

CDC follows from DOD and military services

Done

Trusted sites

100%

U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial

DOD EMALL | DOD EMALL Welcome Page - Microsoft Internet Explorer provided by Ft Campbell

https://dod-emall.dla.mil/acct/

File Edit View Favorites Tools Help

DOD EMALL | DOD EMALL Welcome Page

Unclassified / For Official Use Only

Register | Help Desk

DOD EMALL
https://dod-emall.dla.mil

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

» Home You are not logged in.

Account

[Login to DOD EMALL](#)

[New User Registration](#)

Welcome to DOD EMALL!

UPDATE PKI Enforcement and CAC/ECA Requirements Extended ***UPDATE***

Effective 01 March 2010, all users attempting to access DOD EMALL will be required to access via a DOD CAC, a certificate issued by an agency listed on the FEDERAL BRIDGE, or via a MEDIUM ASSURANCE CERTIFICATE purchased from either Identrust, or ORC. The creation of User ID's and Password combinations are no longer available to access DOD EMALL.

[See Details....](#)

Use of the DOD EMALL requires [Internet Explorer 6.0+](#) or [Mozilla Firefox 1.3+](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).

Copyright 2010. DOD EMALL. All Rights Reserved.
Unclassified / For Official Use Only
Version 10.2.2

Done

Trusted sites 100%



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial

DOD EMALL | User Registration Type - Microsoft Internet Explorer provided by Ft Campbell

https://dod-emall.dla.mil/acct/registration/begin.action?dsrf=/acct/registration/begin.action

File Edit View Favorites Tools Help

DOD EMALL | User Registration Type

Unclassified / For Official Use Only

Register | Help Desk

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

<https://dod-emall.dla.mil>

» Home » Registration You are not logged in.

You have not completed registration.

✓ 1: Registration Type | ⇨ 2: Options | ⇨ 3: Instructions | ⇨ 4: Account Information | ⇨ 5: Summary | ⇨ 6: Special Permissions | ⇨ 7: Express Settings | ⇨ 8: Confirmation

User Registration Type

Please Select the One that Applies:

- ☐ I am a U.S. Government Employee.
- ☐ I am a Government Contractor.
- ☐ I am a U.S. State User Under a Federal Program.

Continue **Cancel**

Use of the DOD EMALL requires [Internet Explorer 6.0+](#) or [Mozilla Firefox 1.3+](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).

Copyright 2010. DOD EMALL. All Rights Reserved.
Unclassified / For Official Use Only
Version 10.2.2

Done Trusted sites 100%



UNCLASSIFIED



DoD EMALL Tutorial

DOD EMALL | User Registration Options - Microsoft Internet Explorer provided by Ft Campbell

https://dod-emall.dla.mil/acct/registration/accountOptions.action

File Edit View Favorites Tools Help

DOD EMALL | User Registration Options

Unclassified / For Official Use Only

Register | Help Desk

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

https://dod-emall.dla.mil

» Home » Registration

You are not logged in.

You have not completed registration.

✓ 1: Registration Type | → 2: Options | → 3: Instructions | → 4: Account Information | → 5: Summary | → 6: Special Permissions | → 7: Express Settings | → 8: Confirmation

User Registration Options

Please Select Any that Apply (If none apply, leave all options blank):

- ☐ I have a Government Purchase Card, or the authority to spend money on behalf of my organization.
- ☐ I am a Foreign National.
- ☐ I am going to shop for the Non-Appropriated Funds (NAF) program.

Continue Back Cancel

Click this box if you have a Government Purchase Card or authority to spend money on behalf of your organization. This will make you an orderer.

U.S. Army Contracting Command

UNCLASSIFIED

Trusted sites 100%



UNCLASSIFIED



DoD EMALL Tutorial



1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

[Register](#) | [Help Desk](#)



[Shop](#) | [Carts](#) | [Reports](#)

[Catalog Search](#) | [Power Search](#)

It's GO!!!



[» Home](#) » [New User Registration](#)

You are not logged in.

General Information

- [Contacting the Help Desk](#)
- [Accessibility Statement](#)
- [DOD EMALL Training](#)
- [Supplier's Corner](#)
- [DOD EMALL Supplier's List](#)
- [Learn More about DOD EMALL](#)
- [DOD EMALL Policy Statements](#)
- [DOD EMALL Events](#)

Use of the DOD EMALL requires [Netscape Navigator 6.0](#) or [Internet Explorer 6.0](#) with cookies, pop-ups, and JavaScript enabled. This is a government

✓ 1: Registration Type | ➔ 2: Account Information | ➔ 3: Summary | ➔ 4: Confirmation | ➔ 5: Special Permissions

Account Information

DOD EMALL Registration for Orderers

EMALL Orderers using a credit card to order products using a credit card.

EMALL Users using MILSTRIP shopping carts but are NOT authorized. This will require

If you checked the box to have authority to spend funds, follow instructions to register as an Orderer.

use the EMALL, build shopping carts and

ate access to browse the EMALL and build shopping carts. Registration desk and receive a signature by your supervisor.

To register for the EMALL you must provide all the information marked as 'required' on this page. The required fields are marked with an *.

Contact Information

First Name *

Initial

Last Name *

E-mail *

Commercial Phone *

DSN Phone

Organization Information

Department * Department of Defense

Service / Agency of Assignment *

Major Command *

Unit Of Assignment

Duty Station/City *



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial

- [Supplier's Corner](#)
- [DOD EMALL Supplier's List](#)
- [Learn More about DOD EMALL](#)
- [DOD EMALL Policy](#)

EMALL Users using MILSTRIP Fund Code as their form of payment can only register online and have immediate access to browse the EMALL and build shopping carts but are NOT authorized to check out until they fax the MILSTRIP registration form to the EMALL Registration desk and receive authorization. This will require acknowledgement that you will create and maintain appropriate financial records and via signature by your supervisor.

To register for the EMALL you must provide all the information marked as 'required' on this page. The required fields are marked with an *.

Contact Information

First Name
Initial
Last Name
E-mail
Commercial Phone
DSN Phone

All fields marked with an asterisk(*) are required for further processing

Organization Information

Department
Service / Agency of Assignment
Major Command
Unit Of Assignment
Duty Station/City
State
Postal Code
Country

Please enter credit card number and expiration date

Supervisor Information

Supervisor's Name
Supervisor's Phone Number
Supervisor's E-mail

Credit Card Information

If you have a Government Purchase Card, we can immediately authorize you to browse the DOD EMALL and place orders using your Government Purchase Card. First, however, we need to verify that your card is a Government Purchase Card and has not been reported lost or stolen.

Government Purchase Card#
Expiration Date (Month/Year) /

Netscape
Navigator 6.0
+ or Internet
Explorer 6.0+
with cookies,
pop-ups, and

documents on
the DOD
EMALL
requires
[Adobe
Acrobat
Reader.](#)



U.S. Army Contracting Command

UNCLASSIFIED



DoD EMALL Tutorial

If you have a Government Purchase Card, we can immediately authorize you to browse the DoD EMALL and place orders using your Government Purchase Card. First, however, we need to verify that your card is a Government Purchase Card and has not been reported lost or stolen.

Government Purchase Card#
Expiration Date (Month/Year) /

DODAAC Information

All registrants must enter a valid DoDAAC/UIC. DoDAACs beginning with GY or GZ are for use in GSA Advantage and cannot be used on DoD EMALL. If you do not have a valid DoDAAC, non-contractor registrants can use the generic DoDAAC SP5200 but must enter an In-the-Clear shipping address in Express Settings found under "My Account" under the Admin tab.

Contractor registrants must enter a contractor-specific DoDAAC provided by their contracting officer.

DoDAAC [Look up DoDAAC by ZIP code](#)

Account Information

Rules for Entering an Account Name.

- Account Names are 1 to 100 characters long.
- Account Names can contain letters A-Z, letters a-z, and numbers 0-9.
- Account Names can not contain spaces or punctuations.
- Account Name may not be an account name previously used.

Account Name
Password
Confirm Password

Rules for Entering a Password.

- Password must be 8 to 16 characters long.
- Password must contain at least one uppercase letter, one lowercase letter, one number, and one special character.
- Password must not contain spaces or punctuations.
- Password must not be a previously used password.

If you do not know your DODAAC or UIC, click on "Look-up DODAAC by Zip code" link if so populate it here

Optional Information

- ☒ Receive confirmation by email when you place orders
- ☒ Receive status reports on your orders by email
- ☒ Receive notification by email when your order is shipped
- ☒ Receive receipt messages by email

Select **"Continue"** to save the information you entered. Select **"Go Back"** to re-select registration type. If you don't wish to save any information, you may just select **"Cancel"** to go to the EMALL main page.

[Continue](#)[Go Back](#)[Cancel](#)



UNCLASSIFIED



DoD EMALL Tutorial

is subject to
monitoring.
Viewing
documents on
the DoD
EMALL
requires
[Adobe](#)
[Acrobat](#)
[Reader](#).

Postal Code Country

Supervisor Information

Supervisor's Name Supervisor's Phone Number Supervisor's E-mail

Credit Card Information

If you have a Government Purchase Card, we can immediately authorize you to browse the DoD EMALL and place orders using your Government Purchase Card. First, however, we need to verify that your card is a Government Purchase Card and has not been reported lost or stolen.

Government Purchase Card# Expiration Date (Month/Year) /

Enter DODAAC
or UIC from look-
up table

DODAAC Information

All registrants must enter a valid DoDAAC/UIC. DoDAACs beginning with GY or GZ are for use on NSA Advantage and cannot be used on DoD EMALL. If you do not have a valid DoDAAC, non-contractor registrants can use the generic DoDAAC SP5200, but must enter an In-the-Clear shipping address in Express Settings found under "My Account" under the Admin tab.

Contractor registrants must enter a contractor-specific DoDAAC provided by their contracting officer.

DoDAAC [Look up DODAAC by ZIP code](#)

Account Information

Rules for Entering an Account Name.

- Account Names are 1 to 100 characters long.
- Account Names can contain letters A-Z, letters a-z, and numbers 0-9.
- Account Names can not contain spaces or punctuations.
- Account Name may not be an account name previously used.

Account Name Password Confirm
Password

Rules for Entering a Password.

- Passwords are 9 to 20 characters long.
- Passwords can be changed only once in a 24-hour period.
- Passwords cannot be the same as or the reverse of any of your previous 8 passwords.
- Passwords cannot contain English words of 3 or more letters.
- Passwords cannot have consecutive identical characters.
- New password must differ from the previous password by at least 4 characters.
- Passwords must have at least one each of the following:
 - An upper case letter (A-Z).
 - A lower case letter (a-z).
 - A digit (0-9).
 - A special character (!, @, #, \$, %, ^, *, (, or)).

Optional Information



UNCLASSIFIED



DoD EMALL Tutorial

Government Purchase Card# 4111111111111111

Expiration Date (Month/Year) 10 / 2012

Follow step-by-step
rules when creating an
Account Name and
Password

beginning with GY or GZ are for use in GSA Advantage and cannot be used on DoD EMALL. If you use the generic DoDAAC SP5200 but must enter an In-the-Clear shipping address in Express

AAC provided by their contracting officer.

AAC sp5200 [Look up DODAAC by ZIP code](#)

Account Information

Rules for Entering an Account Name

- Account Names are 1 to 100 characters long.
- Account Names can contain letters A-Z, letters a-z, and numbers 0-9.
- Account Names can not contain spaces or punctuations.
- Account Name may not be an account name previously used.

Account Name DOD EMALL TRAINING

Password

Confirm Password

Rules for Entering a Password.

- Passwords are 9 to 20 characters long.
- Passwords can be changed only once in a 24-hour period.
- Passwords cannot be the same as or the reverse of any of your previous 8 passwords.
- Passwords cannot contain English words of 3 or more letters.
- Passwords cannot have consecutive identical characters.
- New password must differ from the previous password by at least 4 characters.
- Passwords must have at least one each of the following:
 - An upper case letter (A-Z).
 - A lower case letter (a-z).
 - A digit (0-9).
 - A special character.

Optional Information

- ☒ Receive confirmation by email when you place orders
- ☒ Receive status reports on your orders by email
- ☒ Receive notification by email when your order is shipped
- ☒ Receive receipt messages by email

Select desired optional
selections and click
"Continue" for further
processing

Select "Continue" to save the information you entered. Select "Go Back" to re-select registration type. If you don't wish to save any information, you may just select "Cancel" to go to the EMALL main page.

Continue

Go Back

Cancel

Copyright 2007. DOD EMALL. All Rights Reserved.
Version 7.1

U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial



1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

[Register](#) | [Help Desk](#)



[Shop](#) | [Carts](#) | [Reports](#)

[Catalog Search](#) | [Power Search](#)

Stock Out Report Users Take Note!

[» Home](#) [» New User Registration](#)

General Information

- [Contacting the Help Desk](#)
- [Accessibility Statement](#)
- [DOD EMALL Training](#)
- [Supplier's Corner](#)
- [DOD EMALL Supplier's List](#)
- [Learn More about DOD EMALL](#)
- [DOD EMALL Policy Statements](#)
- [DOD EMALL Events](#)

Use of the DOD EMALL requires [Netscape Navigator 6.0](#) or [Internet Explorer 6.0+](#) with cookies, pop-ups, and JavaScript enabled. This is a government

✓ 1: Registration Type | → 2: Account Information | → 3: Summary | → 4: Confirmation

Account Information



- There are field level exceptions below. Please inspect the form and make corrections.

We could not validate the government purchase card information that you provided. Attempt 2. If you have any questions please contact the DOD EMALL HELPDESK at 1-877-352-2255, Option 3, Option 3, Option 2.

We were unable to validate your credit card. We need to verify that your card is a Government Purchase Card and has not been reported lost or stolen.

You are allowed a maximum of 3 attempts to validate your credit card. When you reach the maximum attempts allowed, your account will be created as a SHOPPER. A SHOPPER has immediate access to browse the EMALL and build shopping carts, but is **NOT** authorized to order products.

Please review the information below and correct as necessary.

Government Purchase Card Information

If you are a Government Purchase Cardholder, we can immediately authorize you to browse the DOD EMALL. If your card is a Government Purchase Card and has not been reported lost or stolen, please provide the following information:

Government Purchase Card#

Expiration Date (Month/Year) /

If you entered, Select "Go Back" to re-select registration type or you want to delete any information, you can click on the "Cancel" button.

[Continue](#)

[Go Back](#)

[Cancel](#)

Here you will see if you made a data entry error and in this case the Credit card information entered was invalid.

Once you have made your corrections click on the Continue button

Click on the Go Back button to make corrections



UNCLASSIFIED



DoD EMALL Tutorial

General Information

- ▶ [Contacting the Help Desk](#)
- ▶ [Accessibility Statement](#)
- ▶ [DOD EMALL Training](#)
- ▶ [Supplier's Corner](#)
- ▶ [DOD EMALL Supplier's List](#)
- ▶ [Learn More about DOD EMALL](#)
- ▶ [DOD EMALL Policy Statements](#)
- ▶ [DOD EMALL Events](#)

Use of the DOD EMALL requires [Netscape Navigator 6.0](#) ± or [Internet Explorer 6.0](#)± with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).

✓ 1: Registration Type | ✓ 2: Account Information | ➔ 3: Summary | ⇨ 4: Confirmation | ⇨ 5: Special Permissions

Account Information Summary

Your account will be created when selecting 'Continue'.

The following is the summary of your profile, please check whatever you have entered carefully.

Customer Information

First Name	Kevin
Initial	
Last Name	Bess
E-mail	kevin.bess@dla.mil
Commercial Phone	269-961-4964
DSN Phone	

**Review your
information for
accuracy**

Organization

Department	Department of Defense
Service / Agency of Assignment	Defense Logistics Agency
Major Command	DLIS
Unit Of Assignment	SXM
Duty Station/City	Battle Creek
State	MI
Postal Code	49017
Country	United States

Supervisor Information

Supervisor's Name	George Bredehoft
Supervisor's Phone Number	269-961-4964
Supervisor's E-mail	george.bredehoft@dla.mil

Purchase Information

Government Purchase Card #	4111111111111111
Expiration Date (Month/Year)	10 / 2012

DODAAC Information

DODAAC	SP5200
--------	--------

Account Information

U.S. Army Contracting Command

UNCLASSIFIED





UNCLASSIFIED



DoD EMALL Tutorial

[Statements](#)
▶ [DOD EMALL](#)
[Events](#)

Use of the DOD EMALL requires [Netscape Navigator 6.0](#) ± or [Internet Explorer 6.0](#)± with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).

Department	Department of Defense
Service / Agency of Assignment	Defense Logistics Agency
Major Command	DLIS
Unit Of Assignment	SXM
Duty Station/City	Battle Creek
State	MI
Postal Code	49017
Country	United States

Supervisor Information

Supervisor's Name	George Bredehoft
Supervisor's Phone Number	269-961-4964
Supervisor's E-mail	george.bredehoft@dla.mil

Purchase Information

Government Purchase Card #	4111111111111111
Expiration Date (Month/Year)	10 / 2012

DODAAC Information

DODAAC	SP5200
--------	--------

Account Information

Account Name	DODEMALLTRAINING
Registration Type	ORDERER

Optional Information

Receive confirmation by email when you place orders	Yes
Receive status reports on your orders by email	Yes
Receive notification by email when your order is shipped	Yes
Receive receipt messages by email	Yes

If correct, click the "Continue" button to create your account.

Please check whatever you have entered carefully, if you see any anything wrong, please click "Go Back" and then correct the mistakes. By clicking "Continue" below, your account will be created. If you don't wish to save any information, you may just select "Cancel" to go to the EMALL main page.

[Continue](#)[Go Back](#)[Cancel](#)

Copyright 2007. DOD EMALL. All Rights Reserved.
Version 7.1



UNCLASSIFIED



DoD EMALL Tutorial

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

Register | Help Desk

Home | Search | Reports | Power Search |

This statement indicates you have successfully registered as an Orderer

You are not logged in.

General Information

- ▶ [Contacting the Help Desk](#)
- ▶ [Accessibility Statement](#)
- ▶ [DOD EMALL Training](#)
- ▶ [Supplier's Corner](#)
- ▶ [DOD EMALL Supplier's](#)

✓ 1: Registration Type | ✓ 2: Express Settings | ✓ 3: Summary | ➔ **4: Confirmation** | ➔ 5: Special Permissions | ➔ 6: Confirmation

Your account has been created.

You have successfully registered your user profile with the DOD EMALL as **Orderer**.

If you want to make revisions to the information in your user profile, login and select **"My Account"** from the menu on the upper right hand side of the screen. Thank you for registering with the DOD EMALL.

By clicking **"Continue"** below, you will go to the Special Permissions page.
Clicking **"Cancel"** will automatically login authorized users into the system and return them to the main EMALL page.

Continue **Cancel**

Click "Continue" to go to the Special Permission page.

You will also receive a Confirmation email.

From: noreply@dev.dodonline.net
To: Best, Kevin (X8)
Cc:
Subject: Email Address Confirmation for DODONLINE TRAINING. Email address: kevin.best@da.mil

Hello DOD EMALL Registrant (DODONLINE TRAINING),

This email was sent to verify that your email address is correct.

For assistance, feel free to contact us directly at the DOD EMALL Help Desk. The email address is: noreply@dev.dodonline.net

Thanks for using the DOD EMALL!

pop-ups, and JavaScript enabled. This is a government



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial

» Home » New User Registration

You are not logged in.

General Information

- ▶ [Contacting the Help Desk](#)
- ▶ [Accessibility Statement](#)
- ▶ [DOD EMALL Training](#)
- ▶ [Supplier's Corner](#)
- ▶ [DOD EMALL Supplier's List](#)
- ▶ [Learn More about DOD EMALL](#)
- ▶ [DOD EMALL Policy Statements](#)
- ▶ [DOD EMALL Events](#)

Use of the DOD EMALL requires [Netscape Navigator 6.0](#) or [Internet Explorer 6.0](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe](#).

✓ 1: Registration Type | ✓ 2: Account Information | ✓ 3: Summary | ✓ 4: Confirmation | ➔ 5: Special Permissions | ⇐ 6: Express Settings |

Special Permissions

This is optional and can be completed later if desired.

To view the explanation about a permission, please move the mouse over the permission.

If you have any questions, you may call the help desk at 1-877-352-2255, extension 3, Option 3.

Granted Permissions

Request

Available Permissions

- Long Term Housing
- May use the Navy Long Term Housing Module
- May use the Weapon Systems Support Program(WSSP)
- WSSP Admin Users
- Change DoDAAC List
- Use NAF Army Catalogs
- NAVFAC user
- May send ODM Requests to Organic Sources
- Supply Center user for ODM
- Supplier user can see all orders to same CAGE or DUNS
- May use the Navy Long Term Housing Module
- May use the Weapon Systems Support Program(WSSP)
- WSSP Admin Users
- Change DoDAAC List

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Show form

Other Information

Current DoDAACS:

The tab highlighted lets you know where you are in your registration process. You will not need to request any Special Permissions.



UNCLASSIFIED



DoD EMALL Tutorial

[» Home](#)

You are not logged in.

General Information

- [Contacting the Help Desk](#)
- [Accessibility Statement](#)
- [DOD EMALL Training](#)
- [Supplier's Corner](#)
- [DOD EMALL Supplier's List](#)
- [Learn about EMALL](#)
- [DOD Policy State](#)
- [DOD Events](#)

Use DOD requirements. Netscape Navigator 6.0 ± or Internet Explorer 6.0+ with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat

✓ 1: Registration Type | ✓ 2: Account Information | ✓ 3: Summary | ✓ 4: Confirmation | ✓ 5: Special Permissions | → 6: **Express Settings**

Express Settings

This is optional and can be completed later if desired.

Express Checkout Settings for the account **DODEMALLTRAINING**.

The data you enter here will be inserted into your orders automatically when you bring them to Checkout. No settings are mandatory here, although some are mandatory in Checkout. In Checkout, you can always change your order parameters from what you enter here.

When you wish to save your changes and finish registration, click "Finish" at the bottom of the page. To finish registration without saving Express Settings, click "Cancel".

Save Time!

By filling in the "Express Settings" once DOD EMALL will automatically fill in your data each time you checkout. You can come back to this page at a later time if you don't wish to enter information now.

Fill out requested information

Billing Address 3
Billing City
Billing State (US)
Billing Province (Non US)
Billing Postal Code
Billing Country United States

Shipping Options

Mark for / Attention:
DODAAC SP5200 [Look up DODAAC by ZIP code](#)
Check the addresses associated with DODAAC: [SP5200](#)
Business Name
Shipping Address 1



UNCLASSIFIED



DoD EMALL Tutorial

requires
[Netscape
Navigator 6.0
+](#) or [Internet
Explorer 6.0+](#)
with cookies,
pop-ups, and
JavaScript
enabled. This
is a
government
web site that
is subject to
[monitoring](#).
Viewing
documents on
the DOD
EMALL
requires
[Adobe
Acrobat
Reader](#).

Billing Address 2	<input type="text"/>
Billing Address 3	<input type="text"/>
Billing City	<input type="text"/>
Billing State (US)	<input type="text"/>
Billing Province (Non US)	<input type="text"/>
Billing Postal Code	<input type="text"/>
Billing Country	<input type="text" value="United States"/>

Shipping Options

Mark for / Attention:	<input type="text"/>
DODAAC	<input type="text" value="SP5200"/> Look up DODAAC by ZIP code
Check the addresses associated with DODAAC: SP5200	
Business Name	<input type="text"/>
Shipping Address 1	<input type="text"/>
Shipping Address 2	<input type="text"/>
Shipping City	<input type="text"/>
Shipping State (US)	<input type="text"/>
Shipping Province (Non US)	<input type="text"/>
Shipping Postal Code	<input type="text"/>
Country	<input type="text" value="United States"/>

To save
information click
"Finish"

If you have chosen not to
fill out Express Checkout
settings at this time, click
on "Cancel"

er from DLA depot stock.

Priority

Advice Code

Est Code

RDD ☐ Checking this box will cause "999" to be added to your MILSTRIP requisition, indicating that the requirement is urgent.

Select the "Finish" button to save any information you entered. If you do not wish to save any information click the "Cancel" button. Authorized users will be automatically logged into the system upon clicking the "Finish" or "Cancel" button.

[Finish](#)[Cancel](#)

Copyright 2007. DOD EMALL. All Rights Reserved.
Version 7.1



UNCLASSIFIED

DoD EMALL Tutorial



1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

[Register](#) | [Help Desk](#)



[Shop](#) [Carts](#) [Reports](#)

| [Catalog Search](#) | [Power Search](#) |

It's GO!!!



[» Home](#)

You are not logged in.

Account

Welcome to DOD EMALL!

User name

Password

[Login](#)

- [Forgot your password?](#)
- [New user registration](#)
- [Shop as Guest](#)

General Information

- [Contacting the Help Desk](#)
- [Accessibility Statement](#)
- [DOD EMALL Training](#)
- [Supplier's Corner](#)
- [DOD EMALL Supplier's List](#)
- [Learn More about DOD EMALL](#)
- [DOD EMALL Policy Statements](#)
- [DOD EMALL Events](#)

**You have completed the
Registration Process. You
are now ready to login and
begin your **DOD EMALL**
shopping experience.**

Use of the DOD EMALL requires [Netscape Navigator 6.0+](#) or [Internet Explorer 6.0+](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).

Copyright 2007. DOD EMALL. All Rights Reserved.
Version 7.1



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



DoD EMALL Tutorial



Please view other EMALL On-Line Tutorials:

Registration
Account Options
Searching Catalog and Results
Power Shopping
Your Shopping Cart
Checkout Options
And MORE...

If you need assistance
please call
EMALL Help Desk
DOD EMALL Customer
Service Only:
1-877-DLA-CALL
1-877-352-2255
OCONUS Users
1-269-961-7766
DSN 661-7766

Email

DLAcontactcenter@dlamail



U.S. Army Contracting Command

UNCLASSIFIED




UNCLASSIFIED




GSA Global

www.GSAGlobalSupply.gsa.gov

Orders from GSA Global Supply are REQUISITIONS not procurements.

1-800-525-8027



- About GSA Global Supply
- About GSA
- Request a Catalog
- Contact Us
- Help

> BROWSE PRODUCTS

Find what you need. Now. **GO**

> ACCOUNT LOGIN

User ID:

Password:
 GO

To obtain a User ID/Password, please [register](#). If you need a reminder for an existing GSA Global Supply/Advantage! account please [click here](#).

Welcome to the new GSA Global Supply ordering site!

GSA Global Supply is your one-stop source for all your military and agency support needs, from new Tools and Fire Fighting equipment to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to requisition-based ordering. GSA Global Supply guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply has never been easier!

Use your GSA Advantage! user ID and password to begin shopping today!

> TUTORIAL

Please click on the GO button to view a tutorial on how to maximize your Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important Global Supply features.

GO

WHAT'S NEW?

- ▶ [The new 2007 Calendars have arrived! Order yours today!](#)
- ▶ [GSA Global Supply Distributes new Supply Catalog](#)
- ▶ [GSA Global Supply Distributes New Tools & Hardware Catalog](#)
- ▶ [GSA Global Supply Creates E-Newsletter](#)
- ▶ [GSA Global Supply Products Comply with the Trade Agreements Act \(TAA\)](#)



U.S. Army Contracting Command


UNCLASSIFIED



UNCLASSIFIED





GSA Advantage



U.S. General Services Administration

[My Account](#) | [Order Status/History](#) | [Parked Carts](#) | [Help](#) | [Register](#) | [Login](#)
[eBuy](#) | [eLibrary](#) | [GSAXcess](#)

0 items: \$0.00 My Cart 

[Products](#) 

Advanced Search

Welcome to the new GSA Advantage!

Products

- Building & Industrial
- Furniture & Furnishings
- Hospitality, Cleaning, & Chemicals
- IT Solutions & Electronics
- Laboratory, Scientific, & Medical
- Law Enforcement, Fire, & Security
- Office Solutions
- Office Solutions-FSSI
- Recreation & Apparel
- Tools, Hardware, & Machinery
- Vehicles & Watercraft

Services

- Advertising & Marketing Services
- Building Material & Industrial Services
- Energy Services
- Engineering Services
- Environmental Services
- Facility Management Services
- Financial Services
- Furniture Services
- HR & EEO Services
- Language Services
- Logistics Services
- Management & Consulting Services
- Office Services
- Publication Services
- Scientific & Medical Services
- Security & Law Enforcement Services
- Technology Services
- Temporary Staffing Services
- Transportation Services
- Travel Services
- Vehicles

Be "Green" by using GSA Advantage!

click here to learn more »

Welcome


how can we be of service today?


We offer the widest selection of products and services!


At GSA, we are committed to assisting Federal employees worldwide by meeting today's acquisition challenges. GSA Advantage!® is the government's premier online shopping system. With GSA Advantage!®, you'll have instant access to literally millions of high quality products, services, and solutions from thousands of approved commercial vendors.


Thanks for choosing GSA!


Special Programs


**AbilityOne Program**
One-stop shopping for available AbilityOne solutions

**Wildland Fire Program**
Quickly locate available approved NFES products

**Disaster Relief**
We have a full range of products and services for relief & preparedness


**Security Solutions**
Locate critical security related products and services


**Environmental Program**
Direct access to green products & services

**American Recovery & Reinvestment Act**
Use GSA Contract Vehicles for Recovery/Stimulus purchases.

Strategic Sourcing BPAs

[Strategic Sourcing Home/View all BPAs »](#)

BPA Products 


BPA Services 

The new GSA Advantage!® is here!

click here to learn more »


State & Local Governments

State and local governments can benefit by using GSA!

Click here » for more information 


Contractor Information

Want to know how to get a GSA Contract or get orders?

Click here » for more information 

Help

Forgot your password? Need to know how to check your order status?

Click here » to find the answers 

Headlines

[Find the "Best Value" on GSA Advantage!](#)

[Find Cloud Services on Apps.Gov](#)

[GSA eBuy](#)

[Problem with your order?](#)

[FSSI Office Supplies](#)



GSA Advantage Products

- 300,000 items; including tools, office supplies, and janitorial products.
- **2,600 ABILITY ONE/SKILCRAFT items**

- **Easy Compliance**

- Regardless of order size or dollar volume
- FAR, Ability One, Executive Orders: we do the work
No need to solicit multiple sources – place a requisition



- **Look for the Icon**

- Identifies our items on GSA Advantage!®
- Sign of easy compliance, “Ability One Guaranteed” and other program benefits





GSA Advantage Products



Environmental Program

Welcome to the GSA Environmental Program aisle on GSA Advantage.

Whether fulfilling a requirement or concerned about the environment, there are many reasons to choose environmentally sound products.

GSA Advantage offers thousands of products and services to meet your environmental purchasing goals. This Environmental page is designed to give you easy access to the wide variety of environmental products and services offered by GSA. We encourage you to purchase products designated as "Energy Star", "Recycled", "EPEAT" and more.

Note: For many products on GSA Advantage, vendors determine (self-certify) the environmental symbols listed with a product. If you have a question about a product's environmental specification, please contact the vendor directly for confirmation prior to placing order.

Go Green

GSA offers products and services that support your Green efforts and help our nation build a clean energy future and protect the environment.



[▶ learn more about GSA's Green Initiatives >>](#)

"Drive Green with GSA" Alternative Fuel Vehicles

▶ Support our Planet GSA Program with AFVs



Product Search

Look for:

in

All Categories



Search

Select an environmental program below

Note: checking more than one will return only those items having all the indicators selected

- | | | |
|---|---|---|
| <input type="checkbox"/> BIO BASED Bio-Based | <input type="checkbox"/> ETV ETV | <input type="checkbox"/> PRIME PRIME Item |
| <input type="checkbox"/> CA CA Air Quality Compliant | <input type="checkbox"/> FEMP FEMP Energy Efficient Item | <input type="checkbox"/> Recycled Recycled Content |
| <input type="checkbox"/> CPG CPG Item | <input type="checkbox"/> Green Seal Green Seal of Approval | <input type="checkbox"/> SNAP S.N.A.P. Approved |
| <input type="checkbox"/> Energy Star Energy Star Compliant | <input type="checkbox"/> NESHAP NESHAP Compliant | |
| <input type="checkbox"/> EPEAT EPEAT | <input type="checkbox"/> NON TOXIC Non-Toxic Items | |

Find out more about...

Go Green

At GSA, we offer products and services that support your Green efforts and help our nation build a clean energy future and protect the environment.

[learn more >](#)

GSA Environmental Policy

GSA is committed to provide world class products and services that minimizes harm to the environment, safety, and health. GSA is living up to this commitment, not only in regards to the products and services we provide customers, but also in the way we conduct internal operations.

[view GSA Environmental Policy >](#)

GSA's Environmental Services

Reduce your agency's environmental footprint and meet agency goals through the services available on Schedule 899.

[learn more >](#)

GSA's Environmental Products

Smarter Solutions for a Better Environment
GSA offers a variety of environmentally friendly products and services to assist in your environmental procurement responsibilities.

[learn more about GSA solutions >](#)

Environmental Symbols

What do the environmental symbols on GSA Advantage mean?

[view the Symbol definitions >](#)

Recycling & Property Disposal

GSA helps federal agencies protect the environment through programs such as waste collection, recycling, and energy-saving property disposal practices.

[learn more >](#)





UNCLASSIFIED

GSA Advantage Customer Service



- Phone: 800-488-3111

- Fax: 816-926-6952

- E-Resolve:

<https://apps.fas.gsa.gov/cops/ncsc/>

**Service. Value. Innovation.**

eResolve

GSA National Customer Service Center
1500 East Bannister Road, Building 4
Kansas City, MO 64131

[GSA Home](#)[eResolve Home](#)[Frequently Asked Questions](#)

Related Offerings

[GSA Advantage!](#)

[Schedules e-Library](#)

[Customer Service Directors](#)

[CMLS\(Publications\)](#)

[Integrated Workplace Acquisition Center](#)

[General Products And Services](#)

[GSA Hardware SuperStore](#)

[Information Technology Products/Services](#)

[Management Services Center](#)

[Office Supplies](#)

[Services](#)

Welcome

eResolve allows you to:

1. Report a discrepancy with a G.S.A. Global Supply order.
2. Submit an inquiry about any of the products and services offered by the General Services Administration.

Please Log In:

* Email Address:

* Password:

[Login](#) [Clear](#)

First time user? [Start here.](#)

Forgot Password? [Click here.](#)

* Required Fields.



[Comments & Feedback](#)



For immediate assistance, please contact us:
Mon - Fri: 7:00 AM - 6:00 PM CST
1-800-488-3111
DSN 465-1416
NCSCcustomer.service@gsa.gov
[Privacy Statement](#)

[GSA \(NCSC\) Survey](#)





U.S. Army Contracting Command

UNCLASSIFIED¹⁰⁰



UNCLASSIFIED



Computer Hardware Enterprise Software & Solutions

Welcome to CHES - Microsoft Internet Explorer provided by Ft Campbell

https://chess.army.mil/ascp/commerce/index.jsp

Register | Logi

Shopping Cart Items: 0

Technical Support: 1-888-232-440
(Hours: 8-5 EST)

Product Catalog Search GO

Contact Us | Feedback | Help | Site Map

Hardware	Software	Services
<ul style="list-style-type: none">PC/Notebook/Printer/VTCServers, Networking, VTCDoD Unified Capabilities Approved Product List	<ul style="list-style-type: none">All Software AgreementsMicrosoftArmy Software Downloads	<ul style="list-style-type: none">ITES-2S Ordering GuideOnline RFP ToolITES-2S Vendor Email List
Consolidated Buy	CHES Training	Other Links
<ul style="list-style-type: none">Products & PricesScheduleExceptions	<ul style="list-style-type: none">CHES 101 BriefingOrdering GuidesRFQ Tutorial	<ul style="list-style-type: none">RFQ/RFPWaiversPolicy

Mission

Be the Army's "Primary

Featured

News

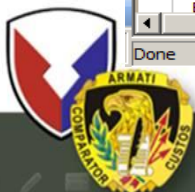
Consolidated Buy (CB-12 Now Open)

FAQS

Done

Trusted sites | Protected Mode: Off

100%



U.S. Army Contracting Command

UNCLASSIFIED



Purchase of Computer Equipment, Hardware & Software

PRIOR to purchase, cardholders are required to obtain an approved Capability Request (CAPR) from NEC for the following equipment: Any equipment that emits radio waves, computers, switches, printers, hard drives, fax machines, scanners, digital cameras, servers, monitors, projectors, digital senders, TVs, routers, Networking Devices, KVM Switches, copiers. Attach the Capability Request (CAPR) to the GPC Purchase Order Request.

Commercial off the shelf (COTS) Computer Software, Desktops, Notebook Computers, Routers, Servers, Printers (All I.T. Equipment) must be purchased from CHESSE regardless of cost. A CHESSE waiver is required prior to purchasing these items outside of these agreements.

CHESSE Website: <https://chess.army.mil>





Competition

FAR 13.104 -- Promoting Competition - The contracting officer [Cardholder] must promote competition to the maximum extent practicable to obtain supplies and services from the source whose offer is the most advantageous to the Government.

- (a) The contracting officer [Cardholder] must not –
- (1) Solicit quotations based on personal preference; or
 - (2) Restrict solicitation to suppliers of well-known and widely distributed makes or brands.
- (b) Maximum practicable competition ordinarily can be obtained by soliciting quotations or offers from sources within the local trade area. Cardholder are to consider solicitation of at least three sources to promote competition to the maximum extent practicable. Whenever practicable, request quotations or offers from two sources not included in the previous solicitation.

FAR 13.106 -- Soliciting Competition, Evaluation of Offers, and Documentation.

FAR 13.106.1(a)(2) - When soliciting quotations, the contracting officer [cardholder] shall notify potential offers of the basis on which award will be made (price alone or price and other factors). Contracting officers [Cardholders] are encouraged to use best value.

FAR 13.106-2 -- Evaluation of Quotations or Offers

- (a) *General* - (1) The contracting officer [Cardholders] shall evaluate quotations in an impartial manner; cost of transportation charges will be included in the evaluation.
- (2) Quotations shall be evaluated on the basis established in the solicitation
- (3) All quotations shall be considered





UNCLASSIFIED



Award and Documentation

FAR 13.106-3 -- Award and Documentation.

(a) *Basis for award.* Before making award, the contracting officer [Cardholders] must determine that the proposed price is fair and reasonable.

(1) Whenever possible, base price reasonableness on competitive quotations or offers.

(2) If only one response is received, include a statement of price reasonableness in the contract file. The contracting officer [Cardholders] may base the statement on --

(i) Market research;

(ii) Comparison of the proposed price with prices found reasonable on previous purchases;

(iii) Current price lists, catalogs, or advertisements. However, inclusion of a price in a price list, catalog, or advertisement does not, in and of itself, establish fairness and reasonableness of the price;

(iv) A comparison with similar items in a related industry;

(3) Occasionally an item can be obtained only from a supplier that quotes a minimum order price or quantity that either unreasonably exceeds stated quantity requirements or results in an unreasonable price for the quantity required. In these instances, the contracting officer [Cardholders] should inform the requiring activity of all facts regarding the quotation or offer and ask it to confirm or alter its requirement. The file shall be documented to support the final action taken.



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Award and Documentation

(b) *File documentation and retention.* Cardholders shall retain data supporting purchases for management review purposes. The following illustrate the extent to which quotation or offer information should be recorded:

(1) *Oral solicitations.* The contracting office [Cardholders] should establish and maintain records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each offer.

(2) *Written solicitations.* For Micro-Purchase limit written records of solicitations or offers to notes or abstracts to show prices, delivery, references to printed price lists used, the supplier or suppliers contacted, and other pertinent data.[such as date of quote, person name that quoted information, delivery charge, etc]

(3) *Special situations.* Include additional statements --

- (i) Explaining the absence of competition if only one source is solicited
- (ii) Supporting the award decision if other than price-related factors were considered in selecting the supplier.

ANY WAIVERS OR DOCUMENTATION RECEIVED FROM SJA, DPW, NEC, DAPS, VENDORS, MICC-GPC DIVISION, must be kept with the buy (purchase). A purchase request is required to be with each buy (purchase) and a purchase log must be kept monthly or by FY.



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Registration and Training

U.S. Bank Access® Online Web-based Training - Windows Internet Explorer

https://wbt.access.usbank.com/

U.S. Bank Access® Online Web-based Training

Go to Accessible Site

usbank.

U.S. Bank Access® Online Web-based Training

Quick Login

Please enter the WBT password:

Go!

Registered Users

Please enter your email address:

Please enter your personal password:

[Forgot your password?](#)

Why Register?

Registration lets you track your progress and your score. Registration also lets you print your certificate of completion when you are done.

Why Should I Register?

Register Now!

US Federal Clients

1-888-994-6722

701-461-2232

Done

Trusted sites | Protected Mode: Off

150%

YOU MUST REGISTER FOR THE WBT TRAINING, IF YOU DO NOT REGISTER YOU WILL NOT BE ABLE TO PRINT A CERTIFICATE



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Registration and Training

- Approximately 33 lessons for BO's and ALTBO's
- Approximately 13 lessons for CH's
- Approximately 33 lessons for RM's
- WHEN YOU PRINT OUT YOUR FINAL CERTIFICATE IT SHOULD HAVE ALL LESSONS TAKEN PRINTED ON IT
- A PASSWORD IS NEEDED TO ENTERED INTO THE TRAINING
- THIS PASSWORD CHANGES EVERY 60 DAYS
- BO'S HAVE A DIFFERENT PASSWORD THAN THE CH'S



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Useful WebPages

MICC-Fort Polk GPC –

<http://www.jrtc-polk.army.mil/DOC/index.htm>

DAU –

<https://learn.dau.mil>

Section 508 Training –

<http://www.section508.gov/index.cfm>

GSA Smart Pay Training –

<https://training.smartpay.gsa.gov/>

UNICOR –

<https://www.unicor.gov/>

GSA Advantage –

https://www.gsaadvantage.gov/advantage/main/start_page.do

DoD Email –

<https://dod-email.dla.mil>

FAR –

<http://farsite.hill.af.mil>

NSA Number Search – (531-6731/2886)

http://www.dlis.dla.mil/webflis/pub/pub_search.aspx

GSA E-Library –

<http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>

GSA Global Supply –

<https://www.gsaglobalsupply.gsa.gov/advantage/information/page.do?keyName=GGG ABOUT GGS>

Interagency Contract Directory (ICD) -

<https://www.contractdirectory.gov/contractdirectory/>

Small Business Size Standards -

<http://www.sba.gov/content/small-business-size-standards>

Access WBT Training

<https://wbt.access.usbank.com/>

Ability One –

<http://www.abilityone.gov/index.html>



U.S. Army Contracting Command

UNCLASSIFIED



FedBid

UNCLASSIFIED



FedBid

Client Services

877.933.3243

ClientServices@FedBid.com



U.S. Army Contracting Command

UNCLASSIFIED



FedBid

UNCLASSIFIED



- FedBid is a fully-managed online marketplace proven to optimize how governments, businesses and educational institutions buy the goods and services they need to keep their organizations running.
- In 2012, Buyers using FedBid's online marketplace realized \$142 million+ in savings. They reduced the cost of procurement operations and improved overall spend management and purchasing efficiency.



U.S. Army Contracting Command

UNCLASSIFIED



FedBid Cont'd

- FedBid states:
- With just a few clicks, you have the power to:
- **Increase Savings and Efficiency:** From our current family of 60,000 qualified Sellers our market operations team sources the best, qualified organizations the goods and simple services you need. Based on your specifications our managed online marketplace drives competition to get you the lowest price possible.
- **Maximize Small Business Utilization:** Our buying process makes it easy to source to regional and national small or traditionally underrepresented businesses. In fact, nearly 80% of buys awarded through FedBid are won by small businesses.
- Purchasing through FedBid maximizes your buying power, delivering double-digit savings while reducing time and administrative costs.
- **Plus, it's risk-free. No upfront costs are involved, there's no set-up, installation and there's never any obligation to buy.**





UNCLASSIFIED



US Bank Access Online (AXOL) Certification Process



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Introducing Access[®] Online

Cardholder and Billing Official Training

<https://access.usbank.com>



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Logging In

Welcome to Access Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites History RSS Feeds

Address <https://demo.access.usbank.com/> Go Links

Personal | Business | Institution / Government | About U.S. Bancorp

usbank.
Five Star Service Guaranteed

U.S. Bank Access® Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

Organization Short Name: Army

User ID

Password

<https://access.usbank.com>



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Your Unique User Name and Password

- Billing Officials (BO): Turn forms in with request for user name and password.
- You are the only individual authorized to use your user name and password. There are no exceptions!
- Prime billing officials and alternate billing officials will have separate user names and passwords. If you do not have an alternate, then you will always need to be available to process your monthly billing statements until an Alternate is appointed.
- Cardholder: Once card is received, you will need to self register and complete on-line registration.



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Viewing Transactions

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

Account Activity
Select an Account

Purchasing Card
***** 4444

Account Link to List of Transactions

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

ACME69 Corp

U.S. Bank Access® Online

Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

★ Log Out

Link to Transaction List



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Transaction List

Transaction Management

[★ Log Out](#)

Card Account Summary with Transaction List

Account Number: 4716300005905691, DAMITA MARALDO

[Create Order](#) | [Manage Orders](#) | [Trans List](#)

[-] Card Account Summary

Account Number: 4716300005905691 Total \$ (#) of Outstanding Orders: \$4,275.81 (6)
Account Name: DAMITA MARALDO Total \$ (#) of Unmatched Transactions: \$51,940.19 (168)

Billing Cycle Close Date: [Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)
% of Transactions Reallocated: 0%
Total \$ (#) of Transactions: \$7,998.24 (20)

[Open Account](#)[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
-----------------	---------------	-------------

No statement approval history exists for this account.

[-] Search Criteria

[Return to top](#)[Advanced Search](#)

Transaction Amount: \$
Purchase ID:
Approval Status:

Order Match Status:

Disputed Transactions: Reallocated Transactions: Display Transactions per page[Search](#)[Reset & Search with Defaults](#)

[-] Transaction List

[Return to top](#)

Records 1 - 20 of 20

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Match	Trans Posting	Merchant	City/State	Amount	Purchase ID	Accounting
<input type="checkbox"/>	@	Status	@ A Date	Date				
<input type="checkbox"/>	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691 9232127754211023010SL
<input type="checkbox"/>	Pending		05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691 9232127754211023010SL
<input type="checkbox"/>	Pending		05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691 9232127754211023010SL
<input type="checkbox"/>	Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691 9232127754211023010SL

Card Account Summary

Search Criteria

Transaction List



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Creating a Manual Order in AXOL

Create Order - Microsoft Internet Explorer provided by Ft Campbell

https://access.usbank.com/cpsApp1/USBComServlet

U.S. Bank Access® Online United States Army

Our Payment Products Logout

usbank Order Maintenance
Create Order

System Administration
Order Management
• Order Maintenance
• Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Date: This will be the date that the order was actually placed, not the date that the Manual Order Is created.

GRIGSBY

available for automatic and/or manual matches to transactions.

[Create Order from Existing Order](#)

[Return to top](#) | [Go to Save](#)

Control Number: * 00000000334269 Order Date: * 06/30/2011 Creation Date: 06/30/2011

Match Status: Open Source: GRIGSBYR1 User ID: GRIGSBYR1

Business Unit: Invoice #: Document #:

Authorization Number: Transaction Method Code: Requestor Name: *

Financials

☐ Credit Order

Amount: * 0.00 Freight Amount: 0.00

Source Currency:

Done

Protected sites | Protected Mode: Off 100%

U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Creating a Manual Order in AXOL

Create Order - Microsoft Internet Explorer provided by Ft Campbell

https://access.usbank.com/cpsApp1/USBComServlet

Live Search

Favorites Search

Create Order

Page Safety Tools

Financials

☐ Credit Order

Amount: 0.00 Other Tax: 0.00 Freight Amount: 0.00

Source Currency: U.S. Dollar Property Book: No

Contingency Operations: Source Currency Amount: Contract Payment Method: No

UID Required: No

Merchant

Merchant Name: City: State/Province: Postal Code:

Ship to

City: State/Province: Postal Code: Destination Code: Merchandise Need Date: Merchandise Due Date: Merchandise Received Date: Hazardous Materials: No OCONUS Shipment Method:

Additional Information

Contingency Purchases: Other Data: Shipping Data: PMO Reserved 2: PMO Reserved 1:

Line Items Return to top Go to Save

Done Trusted sites | Protected Mode: Off 100%

Check this box when you have either a credit or a rebate.

This will be the total amount of the order.

Put in the Name of the vendor you made the purchase from.



UNCLASSIFIED



Creating a Manual Order in AXOL

Create Order - Microsoft Internet Explorer provided by Ft Campbell

https://access.usbank.com/cpsApp1/USBComServlet#LineItems

Live Search

Favorites Search

Create Order

[-] Comments [Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments.

Miscellaneous Comments

Reserved for Level 2

Reserved for Level 3

Reserved for Level 4

[-] Match Tolerance [Return to top](#) | [Go to Save](#)

This order is currently not matched to any transactions. To match it to transaction(s), click the Matched Transactions tab and then click the "Match to Transactions" link.

By Amount

☐ Use organization default (zero tolerance amount)

☒ Use specific tolerance: ("0" means system will use zero as the tolerance amount)

☐ No check required for tolerance amount, any variance allowed

By Percent

Trusted sites | Protected Mode: Off | 100%



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Creating a Manual Order in AXOL

Create Order - Microsoft Internet Explorer provided by Ft Campbell

https://access.usbank.com/cpsApp1/USBComServlet#LineItems

Live Search

Favorites Search

Create Order

Reserved for Level 4

[-] Match Tolerance [Return to top](#) | [Go to Save](#)

This order is currently not matched to any transactions. To match it to transaction(s), click the Matched Transactions tab and then click the "Match to Transactions" link.

By Amount

- ☐ Use organization default (zero tolerance amount)
- ☒ Use specific tolerance: ("0" means system will use zero as the tolerance amount)
- ☐ No check required for tolerance amount, any variance allowed

By Percent

- ☐ Use organization default (5)
- ☒ Use specific tolerance: % ("0" means system will use zero as the tolerance percent)
- ☐ No check required for tolerance percent, any variance allowed

Note: The system will use the tolerance amount and percent.

[Collapse All](#)

Save

All of **us** serving you™

© 2011 U.S. Bancorp

R036.00b30.0 usb col 4

Trusted sites | Protected Mode: Off 100%



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Order Management

Personal | Business | Institution / Government | About U.S. Bancorp



ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Order Maintenance
Match Multiple Orders

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

★ [Log Out](#)

Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).



U.S. Army Contracting Command

UNCLASSIFIED



Matching Multiple Orders and Transactions

Match Multiple Orders To Transactions

[★ Log Out](#)

Select Transactions to Match

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to [Search](#)[Reset](#)[Match To Order](#)

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies	12341234
<input type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies	12341234
<input type="radio"/>	10/21/2004	\$200.00	\$73.00	Office Depot	1234567890

Order Not Unique

[Match To Order](#)

**Match to
Order button**

Date Range - Unmatched Transactions Available to Match:

 to [Search](#)[Reset](#)[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions Available to Match

Select	Trans Date	Amount	Merchant	Purchase ID
<input type="checkbox"/>	08/04	\$500.00	ZIP Delivery and Supplies	01475163
<input type="checkbox"/>	07/08	\$56.20	Office Depot	
<input type="checkbox"/>	07/08	\$49.00	Zip Delivery	000000000000000000
<input type="checkbox"/>	07/07	\$799.26	Zip Delivery	9330007135510

Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)



UNCLASSIFIED



Transaction Final Approval

[-] Search Criteria

[Return to top](#)

Transaction Amount: Purchase ID: Approval Status:

[Advanced Search](#)

Order Match Status:

Disputed Transactions: Reallocated Transactions:

Display Transactions per page

[Search](#)[Reset & Search with Defaults](#)

[-] Transaction List

[Return to top](#)

Records 1 - 8 of 8

[Check All Shown](#) | [Uncheck All Shown](#)

Select Status	Approval Status	Match	Trans Posting	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Final Approved	<input checked="" type="checkbox"/>	05/21 05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	11111111 222222 33333
<input type="checkbox"/>	Final Approved	<input checked="" type="checkbox"/>	05/20 05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	11111111 222222 33333
<input type="checkbox"/>	Final Approved	<input checked="" type="checkbox"/>	05/21 05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	11111111 222222 33333
<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	05/20 05/21	PLATT ELEC SPPLY 0057	5036416121, UT	\$38.20	05691	11111111 222222 33333
<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	05/18 05/19	DOD EMALL	BATLE CREEK, MI	\$185.00	05691	11111111 222222 33333
<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	05/18 05/19	DOD EMALL	BATLE CREEK, MI	\$96.12	05691	11111111 222222 33333
<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	05/18 05/19	DOD EMALL	BATLE CREEK, MI	\$295.49	05691	11111111 222222 33333
<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	05/18 05/19	DOD EMALL	BATLE CREEK, MI	\$53.83	05691	11111111 222222 33333

☒ Disputed ☐ Matched ☒ Exception ☒ Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 8 of 8

[Reallocate](#)[Mass Reallocate](#)[Match To Order](#)[Approve](#)[Reject](#)

U.S. Army Contracting Command

UNCLASSIFIED



Statement Approval

Transaction Management

Card Account Summary with Transaction List

[★ Log Out](#)

Card Account Number: *****5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)[Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [» Trans List](#)

[\[-\] Card Account Summary](#)

Account Number: ○ *****5691
Account Name: DAMITA MARALDO

Total \$ (#) of Outstanding Orders: \$20,416.53 (20)

Total \$ (#) of Unmatched Transactions: \$51,901.99 (167)

Billing Cycle Close Date: 09/09/2006

[Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)

% of Transactions Reallocated: 0%

Total \$ (#) of Transactions: \$8,589.92 (24)

○ [Open Account](#)[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
-----------------	---------------	-------------

No statement approval history exists for this account.

**Totals are for the
account, not the
selected cycle.**





UNCLASSIFIED



Transaction Final Approval

Transaction Management

[★ Log Out](#)

Transaction Detail

Account Number: 4716300005905691, DAMITA MARALDO	Switch Accounts
Manage Orders Managing Acct List Card Acct List Trans List	

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input checked="" type="radio"/>	<input checked="" type="radio"/>	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	\$38.20	05691	111111111 2222222 33333

☒ Reviewed ☐ Disputed ☐ Matched ☐ Exception ☒ Reallocated

[Summary](#) | [Matched Order](#) | [Allocations](#) | [Comments](#) | [Approval History](#)

The Summary tab shows high-level transaction information.
To approve the transaction, click "Approve". To reject the transaction, click "Reject".
To initiate a dispute, click the "Dispute Transaction" link.

Transaction

Date: 05/20/2006
Purchase ID: 05691
Total Amount: 38.20

Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant

Name: PLATT ELEC SPPLY 0057
City/State: 5036416121, UT
Transaction Type: SALES DRAFT
MCC Code: 5211
MCC Description: LUMBER & BUILDING
MATERIA

Reference Information

Billing Cycle: Open
Posting Date: 05/21/2006
Reference Number: 4716300005905667
Authorization Number: 089581

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 38.20

[Approve](#) [Reject](#)

Dispute

Dispute information is only reflected for disputes submitted through this system.

- none

Sales Draft Requests

- none

[Dispute Transaction](#)



UNCLASSIFIED



Managing Account Certification

Transaction Management

[★ Log Out](#)

Managing Account List

[Create Order](#) | [Manage Orders](#) | [» Managing Acct List](#) | [Card Acct List](#) | [Trans List](#)

[\[-\] Product Summary](#)

Total Number of Managing/
Diversion Accounts: 2 Active Card Accounts: 14 Suspended Card Accounts: 0

[\[+\] Search Criteria](#)

[Return to top](#)

[\[-\] Managing Account List](#)

[Return to top](#)

Records 1 - 2 of 2

[Show # of Approval Trans](#) | [Show \\$ of Approval Trans](#)

				# of Trans	\$ of Trans	# of Trans	\$ of Trans	Total % Realloc
Select	Account Number	Account Name	Cycle Date	Posted	Posted	Disputed	Disputed	Trans
<input type="checkbox"/>	MA 4716432143214321	ACME CP ORGANIZATION	04/09/2006	271	\$121,716.82	0	\$0.00	0%
<input type="checkbox"/>	MA 4716543254325432	ACME CP ORG TEST	04/10/2006	263	\$170,229.13	0	\$0.00	0%

[Open Account](#)[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

[Certify](#)[Reject](#)



Manufacturer Rebates and Tax Exempt

UNCLASSIFIED



Manufacturer Rebates are the property of the U.S. Government. Rebate checks **shall** be made out to the U.S. Treasury and not individuals.

If property is offered in lieu of a Rebate check, the property belongs to the U.S. Government.

- All purchases with the GPC Visa Credit Card are tax exempt.
- Card is embossed with tax free and cardholder name.
- Tax charges may not be disputed to bank.



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Proof of Purchase

- All purchases (whether over the counter, by fax, or the telephone) requires proof of purchase. **Packing slips are not considered proof of purchase. Emails must state invoice or receipt to be considered proof of purchase.**
 - If lost or not received you can contact the Merchant to obtain a copy or process a dispute, that you recognize the charge, but need a sales draft.
 - If your still unable to obtain a sales receipt, contact the MICC Credit Card Team.



U.S. Army Contracting Command

UNCLASSIFIED



Independent Receipt and Acceptance

UNCLASSIFIED



- Independent (someone other than the cardholder) receipt and acceptance of supplies and services provides reasonable assurance that the organization actually received what it is paying for.
- The inclusion of independence in the receipt and acceptance activity significantly strengthens the control by adding separation of duties to the activity.
- The cardholder is responsible for verifying that independent receipt and acceptance has occurred.
- Documentation evidencing independent receipt and acceptance would be a signature on the vendor invoice, receipt or shipping document, or a warehouse receipt for goods and services provided.
- When documenting the receipt and acceptance, a comparison must be made between the receiving document item description and quantity and the actual items received, noting any discrepancies.
- The cardholder must compare the requirement to the items ordered against the actual items received and invoiced.



U.S. Army Contracting Command

UNCLASSIFIED



Credits

ENSURE that the Government Receives Credits For Returned Items, etc.

- All credits shall be credited back to the cardholder's credit card account. Each transaction shall be a complete document trail to the credit card account. No in-store credits to purchase items at a later date, no cash, etc.





Purchase Approval

Cardholder's approve purchases or Billing Official's can approve on behalf of the Cardholder

- Cardholders should make every effort to approve their purchases in ACCESS
- If the Cardholder is unavailable, the Primary or Alternate can approve purchases on behalf of the Cardholder.
- Primary or Alternates are not authorized to provide the Cardholder with their unique ID's and Passwords to approve Cardholder purchases.





UNCLASSIFIED



Rebates

- Billing account cycle ending date will remain the 19th of each month (unless the 19th is on a weekend)
- Rebates are based upon how fast the BO processes and pays the monthly billing account statement (BAS).
- The rebates are posted as a credit to the cardholder's account at the end of each calendar quarter.



U.S. Army Contracting Command

UNCLASSIFIED



REBATES

On a “quarterly” basis, US Bank issues rebates to cardholders. It is an actual **credit**, or “thank you,” from US Bank for using the GPC and approving your account on-time. This is an actual transaction that will appear in a cardholder’s transaction log. There isn’t a physical receipt for this transaction because it’s electronically issued from US Bank. Rebates are calculated by US Bank based on how much a cardholder has spent during the quarter, and how quickly the billing official has certified their account at the end of a billing cycle. The later you wait to certify your account, the lower your rebates will be. If you’re a billing official, and you receive emails from the GPC office reminding you to certify your account as soon as possible...this is why! Once an account is delinquent, rebates are forfeited and Fort Campbell loses thousands of dollars in rebates each quarter.

REBATE SCHEDULE:

If you used your GPC during the following months:

October, November, December

January, February, March

April, May, June

July, August, September

Expect rebates to appear in:

January

April

July

October

Billing Officials; please be aware that if you have a “closed account” cardholder still listed on your account, it is possible that they could receive a rebate. You must create a “credit order” on behalf of the terminated cardholder and match the transaction for them. Please refer to “HOW TO CREATE AN ORDER” guide for further assistance when creating a “credit order.”

Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
	Pending	 	01/17	01/17	USBANK REBATE-THANK YOU	00000, D	\$2.00
	Pending		12/29	12/30	ONE OF A KIND STAI001002	ST. PAUL, MN	\$2,500.00



UNCLASSIFIED



Scenario 1

Cardholder has received a phone call from a vendor wanting to sell toner cartridges at a “discounted” price. Can you buy from them if they are not one of the vendors on the Army Office Supply BPA? What should you do?



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Scenario 2

There is a total known requirement of \$4,500.00 for new compressors and hoses for your unit. Can the cardholder make the purchase by placing two orders? If not, what other options are available? What should you do?



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Scenario 3

If an item has a National Stock Number (NSN), what must be done prior to making a local purchase? What should you do?



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Scenario 4

A cardholder enters into an Unauthorized Commitment of funds. Who all is involved to have this ratification completed? What should you do?



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Scenario 5

Who can and should you call if you have questions?



U.S. Army Contracting Command

UNCLASSIFIED



UNCLASSIFIED



Help and Assistance?

What Do I Do When I Need Help ????

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE
CONTACT:

MICC FT POLK CREDIT CARD TEAM
BLDG 350, WARRIOR TRAIL
FORT POLK, LA 71459

(337-531-2322 OR 531-4236)



U.S. Army Contracting Command

UNCLASSIFIED